

Detroit Opera

Program Administrator of Education

Work Schedule: 40 hours per week

Salary: \$42,000 per year

How to Apply: Qualified applicants should submit their resume and cover letter to employment@detroitopera.org

Position Summary:

Program Administrator of Education supports all members of the DO (Detroit Opera) Education team in their goals to provide excellence in the performances DO offers to a wide range of audiences and assorted musical activities throughout the state of Michigan. The PMOE's responsibilities include various activities: primarily coordinate with schools and community partners, manage artists and facilitate touring activities, and assist with summer programs.

Responsibilities:

- Manage logistic coordination for production travel to touring venues and rehearsals
- Oversee and facilitate the setup of props and set pieces
- Delegate tasks to artists and partners during performances
- Demonstrate leadership and problem-solving skills to maintain operational efficiency and team collaboration.
- Maintenance of tour sets, costumes, van, electric pianos and sound equipment at both DO and DO warehouse
- Contact potential clients and booking touring performances and schedule artists, drawing up contracts (both artist contracts and client performance contracts)
- Keep accurate records and details of events, partnerships and artists
- Network and build relationships with schools and community partners
- Assist with other departments in DO for other projects and initiatives throughout the year.
- Aids in execution of Detroit Opera youth Chorus (DOYC) events (performance/ receptions)
- Assists in maintaining DOYC music library.

Required Qualifications:

- Ability to understand diverse perspectives and acknowledge the significance of differences and complexities in background, cultures, values and viewpoints as the foundation for an inclusive environment.
- Basic office skills: computer, filing and recordkeeping and phone skills
- Basic knowledge and understanding of performing arts, music in general and specifically opera

- Have a valid driver's license and vehicle availability
- Must be able to drive an extended passenger van with trailer (12' long x 7' wide) safely and effectively.
- Must be able to stage, manage performances
- Demonstrated verbal and written communicate skills

Desired Qualifications:

- General knowledge of the Detroit Metro area.
- Background in education
- Experience in the classroom
- Bachelor's degree

Physical Demands:

- The person in this position routinely moves materials weighing up to 30 pounds
- The person in this position must be able to remain in a stationary position for periods of time
- The person in this position occasionally ascends/descends stairs

Application Deadline:

Job openings are posted for a minimum of seven calendar days. This job may be removed from posting boards and filled any time after the minimum posting period has ended. Applications will be reviewed as received throughout the posting period and continue until the position is filled.

Additional Information:

Detroit Opera is committed to recruiting and retaining a diverse workforce and encourages all employees to fully incorporate their diverse backgrounds, skills, and life experiences into their work and towards the fulfillment of the DO mission.

About Detroit Opera:

Founded in 1971, Detroit Opera (DO) is the premier multi-disciplined producer and presenter for opera, musical theatre, and dance in the Great Lakes Region. Based in the city of Detroit, the organization engages artists of national and international stature for stellar main stage and outreach performances and provides compelling cultural enrichment programs for the diverse audiences and communities that it serves, making it one of Detroit's pillars of arts and culture. DO is among a select few opera companies nationwide to own its theatre, the historic 2,700-seat Detroit Opera House, which is in the heart of downtown Detroit.

DO is seen as the most innovative opera company in America. DO garnered great critical and popular acclaim during the pandemic for its socially distanced, drive-thru production of *Twilight : Gods*, an adaptation of Wagner's *Götterdämmerung*. Brainchild of new Artistic Director Yuval Sharon, *Twilight : Gods* was performed across multiple levels in DO's own parking structure and

provided performance opportunities for local cast and orchestra members, in addition to international opera stars. Lauded for past projects such as his [reverse chronological staging](#) of Puccini's *La Bohème*, Sharon in July premiered a [high-tech reimagining](#) of a Wagner opera.

For more information, please visit <https://detroitopera.org>