

The logo for Des Moines Metro Opera features a stylized, multi-colored graphic element consisting of overlapping shapes in red, purple, blue, green, and yellow. To the left of this graphic is the text "DES MOINES" and to the right is "METRO OPERA", both in a clean, sans-serif font.

DES MOINES METRO OPERA

JOB TITLE: Company Coordinator
REPORTS TO: Director of Artistic Administration
CLASSIFICATION: Seasonal, independent contractor

SUMMARY:

Des Moines Metro Opera is a major summer opera festival located in Indianola, IA. The company produces 3-4 productions each season in a summer repertory schedule, presented within the intimate 467-seat theatre at the Blank Performing Arts Center. Our 52nd season includes productions of Rossini's *The Barber of Seville*, R. Strauss's *Salome*, a new production of Debussy's *Pelléas & Mélisande*, and the world premiere of Damien Geter and Lila Palmer's *American Apollo*.

The **Company Coordinator** is responsible for the creation and distribution of the daily rehearsal schedule to company personnel, as well as communications about events and vital company information with all artists and staff. This self-motivated individual possesses exceptional organizational, administrative and problem-solving skills. They are detail-orientated and able to maintain composure in a fast-paced environment while juggling multiple projects. They possess excellent interpersonal skills and decorum, calmly and professionally collaborating and interacting with a wide range of personalities.

DUTIES and RESPONSIBILITIES:

- Manage the creation and distribution of the daily rehearsal schedule under a strict daily deadline using Prepared, a cloud-based scheduling platform.
- Create and collect rehearsal request forms to be used by the music and directing staff, as well as coaching and voice lesson request forms to be used by apprentice artists.
- Liaise with costume, wig and make-up departments to arrange fittings.
- Liaise with the Director of the Apprentice Artist Program to schedule and coordinate activities of the apprentice artists, including the Apprentice Artist Showcase, scene rehearsals, coachings, lessons, classes, outside engagements, industry auditions and Stars of Tomorrow concert.
- Liaise with the Chorus Director to assess ongoing chorus music rehearsal needs.
- Assist with logistics for events throughout the season, including scheduling rehearsals.
- Create and maintain the distribution list for all company communications.
- Serve as a general point of contact for artists and staff for all types of inquiries.
- Work with the Artistic Administration Intern in executing daily responsibilities.
- Assist with preparing spaces for music rehearsals, classes and auditions as needed.
- Assist with ground transportation for large scale events.
- Other duties as assigned by the General & Artistic Director and the Director of Artistic Administration.

EXPERIENCE AND QUALIFICATIONS:

- Bachelor's degree from a four-year college, university, or conservatory with knowledge of music, opera and/or theatre preferred.
- Previous administrative experience working in a performing arts organization, music or theatre program is preferred.
- Previous experience with scheduling preferred.

- Driver's license and vehicle access required.
- Proficiency with typing and using Microsoft Office, Outlook, Word, Excel, Google Suite, and Dropbox.
- Impeccable attention to detail and accurate work under pressure.
- Ability to work independently as well as in a team setting.
- Must be flexible in prioritizing multiple tasks.
- Strong communication, interpersonal, organizational and time management skills.

PHYSICAL DEMANDS:

- Must be able to lift up to 30 pounds.
- Required to sit and stand for extended periods of time.
- Ability to work in loud noise environments.

DATES AND RESIDENCY REQUIREMENTS:

- Arrival Date: Sunday, May 19, 2024
- Start of Employment: Monday, May 20, 2024
- End of Employment and Departure Date: Friday, July 26, 2024
- Must be in residence and fully available for the summer festival season.

COMPENSATION:

- \$5,000, paid in bi-weekly installments.
- \$300 travel stipend, payable upon arrival.
- Furnished apartment housing.

APPLICATION PROCESS:

Please submit a cover letter, resume and contact information for two professional references by email with the subject line "DMMO Company Coordinator" to:

aperriello@dmmo.org

Attn: Allen Perriello, Director of Artistic Administration

DEADLINE:

Applications will be accepted until the position is filled. Applicant screening process to begin immediately.

As an Equal Opportunity Employer, Des Moines Metro Opera celebrates diversity and inclusion. We do not discriminate against any employee or job applicant on the basis of race, color, religion, national origin, creed, gender identity, sexual orientation, pregnancy, disability, age, veteran status, political affiliation or philosophy. All qualified applicants are encouraged to apply.