



## **JOB DESCRIPTION:**

### **DIRECTOR OF ARTISTIC ADMINISTRATION**

Reports to: General & Artistic Director  
Classification: Full-time, Salaried, Exempt  
Start Date: December 1, 2021 (negotiable)

#### **THE POSITION:**

The Director of Artistic Administration is responsible and accountable for all aspects of artistic administration at DMMO. The Director is a central source of artistic information, advancing, implementing, and facilitating artistic plans in conjunction with the General Director & Artistic Director, Music Director, Director of the Apprentice Artist Program and artists and their representatives. The Director is a member of DMMO's senior management team; oversees the artistic department and staff; and is the primary contact in all matters relating to the Company's creative and performing artists. The position oversees logistics and rehearsal scheduling department.

Partnering with the General Director and Artistic Director, the Director of Artistic Administration plans and oversees all artistic activities, including the summer festival season; 2<sup>nd</sup> stages series productions; commissions; concerts; the artistic aspects of education and community programs; and all special event and initiatives. The Director oversees the engagement of all creative and performing artists from the initial auditions and/or interviews, to negotiating contracts, through rehearsals and performances. In collaboration with the General Director, the Director has administrative responsibility for engaging singers, conductors, and designers as well as contracting of music & directing staff, principal artists, apprentice artists, dancers and auxiliary performers.

The Director works in conjunction with the Orchestra Personnel Manager and the Music Librarian and is primary point of contact for musicians of the Summer Festival Orchestra.

The Director serves as a primary point of contact with broadcast partners Iowa PBS and Iowa Public Radio. In conjunction with the Director of Production, this position also serves as primary liaison with Simpson College as it relates to DMMO's occupancy of the Blank Performing Arts Center and other campus rehearsal facilities. The Director works in conjunction with the Housing Coordinator to ensure positive accommodation situations for artistic staff.

The Director of Artistic Administration ensures that the General & Artistic Director and Director of the Apprentice Artist Program have appropriate management and administrative support. The Director fosters a safe and positive environment that supports creativity and allows performing artists and season staff to do their best work.

The Director of Artistic Administration reports to the General & Artistic Director. They supervise a seasonal Artistic Staff that includes a Company Coordinator, Artistic Administration interns, and a 12-person music and directing staff. The Director has primary oversight of a highly intense Summer Festival Schedule, creating the festival overview schedule and working with the Director of Production, Stage Management and Company Coordinator to ensure accurate and effective daily rehearsal schedules in a timely fashion. Working with the General Director and Artistic Director, the Director of Artistic Administration provides the administrative leadership and management to realize DMMO's vision and fulfill the Company's mission.

## CANDIDATE PROFILE

The ideal candidate will be a highly skilled manager of people and projects who has a thorough working knowledge of the operatic voice, artists, and repertoire and a passion for connecting opera with the widest possible audience. They will possess a proven track record of success with 3-5 years or more of experience in opera or performing arts administration. They will have the ability to assess the working potential of stage directors, conductors, designers, singers and coach accompanists. They will be knowledgeable about the business of music, including budgeting, contracts, negotiations, performance rights, and media agreements.

They will have successful experience working in a professional or collegiate performing arts environment and a thorough understanding of the trends, challenges, and opportunities facing all arts organizations and opera companies in particular in the current environment. They will be guided by a deep personal commitment to equity, diversity, and inclusion and creating a workplace where those principles are reflected on the stage, behind the stage, and in the offices.

The successful candidate will have the ability to work collaboratively with colleagues in all areas of artistic operations and across all administrative departments as well, serving as a resource for patron development and education programs. They will have superb communication skills. They will have excellent supervisory skills and the willingness to mentor and develop both permanent and seasonal staff. They will have the ability to anticipate the needs of their artist colleagues and provide administrative support as needed.

They will have understanding of and respect for artists and the creative process. They will have the proven ability to develop and maintain an environment that helps young singers to develop their artistry in a nurturing and supportive environment and allows all artists to do their best work. They will have the ability to work and communicate with artists' agents and personal representatives.

The successful candidate will be positive and optimistic leader, particularly for summer festival artists and staff during an intense 8-week Summer Festival schedule with long hours. They will be a person of integrity and high ethical standards. They will have superb organizational skills and the ability to balance multiple priorities and competing deadlines with efficiency, grace, and good humor. The candidate will need to reside in Indianola, Iowa as an on-call member of the staff during peak hours of the summer season. Ideally, they will have an interest in establishing long-term relationships within the organization, the industry and the community.

## PHYSICAL STANDARDS:

This position involves moderate work with lifting or moving of up to 30 pounds occasionally and sitting or standing for long periods of time in particular during June/July Summer Festival Season rehearsal and performance peak period. The position requires ability to use computer equipment, manual dexterity, and the ability to communicate verbally and in written word. This position occasionally requires long hours and a flexible work schedule in support of a performance schedule and special events.

## BENEFITS:

Salary range: \$50,000-\$60,000; Competitive health, life, disability, and retirement plan, relocation stipend and generous PTO.

## APPLICATION PROCESS:

Submit resume and cover letter, email or by mail to:

Des Moines Metro Opera

Attn: Michael Egel, General & Artistic Director

106 West Boston Avenue

Indianola, IA 50125

megel@dmmo.org

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.