

Managing Director, Artistic & Production

Reports to the General Director & CEO, Opera San José, San Jose, California

Description

Reporting to the General Director and CEO, the Managing Director, Artistic & Production is a vital member of the senior management team and lead producer of all OSJ artistic events, including mainstage operas and digital productions. This position sits on the artistic planning team and spearheads casting for the company, develops and oversees the budget for the Artistic, Music and Production departments, and serves on the management committees for OSJ union negotiations. This position is a leader in the future of the company's residency program and innovation initiatives as the operatic art incubator in Silicon Valley.

Now entering its 39th season, Opera San José is one of the leading cultural institutions in Silicon Valley and is distinctive in maintaining a Resident Company of artists, with onsite Scenic and Costume shops, as well as a local scenic warehouse. With a \$5M budget, Opera San José's mission and commitment is to incubating talent and innovation across the field.

Responsibilities

- Develop budgets for the Artistic, Music, and Production (AMP) departments, working in close contact with department heads. Collaborate and oversee production reconciliation, flagging possible overages to senior management in the moment and effectively problem solving and devising cost-effective solutions.
- Effectively oversee all AMP operations and staff, managing all direct reports in the Artistic, Music, and Production, Costume, and Scenic departments, and ensuring collaborative and efficient cross-departmental communication.
- Spearhead all casting, artist recruitment, negotiations, audition strategy and industry interface for the company, working closely with the General Director/CEO and Music Director on Resident and Principal casting, and overseeing the Artistic and Music Operations Manager in chorus, cover, and super casting.
- Serve as lead producer of all OSJ productions (mainstage and digital), engaging and collaborating with creative teams and production staff to realize artistic visions within agreed-upon resources.
- In collaboration with the General Director/CEO and Music Director, serve on the out season artistic planning team, providing input and ideas, and developing multiple budget and season iterations in support of discussions.
- Oversee all AMP contracts, payments and payrolls, ensuring best business practices and timely and accurate payments.
- Manage negotiations and administration of Collective Bargaining Agreements for AFM and IATSE.
- Support the activities of OSJ's Advancement and Outreach departments. Attend development and community events, programming the artistic components and interfacing with board members, OSJ donors, and community partners in support of audience cultivation, outreach and public accessibility initiatives.
- Attend rehearsals as necessary to ensure projects are effectively moving forward; staff and attend all performances.

- Oversee the creation and management of all current season, out season, and production rehearsal calendars.
- Key point person for Resident Artists, Orchestra members and the Orchestra Committee, and creative teams resolving issues and ensuring a safe and healthy work environment.
- Travel as required and produce reports on singers and productions.
- Contribute to the overall success of OSJ by performing all other duties and responsibilities as assigned.

Requirements for Consideration

- 7+ years of relevant work experience, preferably in a performing arts organization
- Detailed knowledge of opera repertoire, current singers, and industry creatives required
- Demonstrated success as an effective manager and team leader required
- Inspire enthusiasm, and comfortable being in a front facing role and speaking before groups of individuals
- Demonstrated ability to problem solve and manage multiple tasks simultaneously
- Excellent judgment, discretion and integrity under stressful circumstances
- Ability to work evening and weekend hours
- Proficient with office software such as Excel, Word, and Adobe Acrobat

Compensation

Opera San José offers competitive wages for its industry and location. This position is classified as full-time exempt with a salary range of \$105,000 to \$115,000 depending on expertise and experience. This position would be eligible for company benefits, which currently include paid-time-off, medical/dental/vision insurance plans, flexible spending accounts, and pre-tax savings program. Benefits may change from time to time as Management determines.

Work Location & Schedule

Work is required primarily on-site in order to interface with team members and artists. The principal work location is Opera San José's main office at 2149 Paragon Drive, San Jose CA, and the California Theatre in downtown San Jose when in production. Regular business hours are Monday to Friday, 9am – 5pm with evening and weekend work during seasonal high-volume periods. The ideal candidate for this role must live or be willing to live in the San Jose Bay Area.

Physical demands

- In order to ensure a healthy and safe work environment, Opera San José is requiring all employees to be fully vaccinated, including subsequent boosters, and provide proof of their COVID-19 vaccine status before their start date. Employees who cannot receive the vaccine because of a disability/medical condition or sincerely-held religious belief may request an accommodation (e.g., an exemption) to this requirement.
- Ability to sit and stand for extended periods of time.
- Ability to transport and set up keyboards and other musical equipment.

Company Culture

Opera San José, in desiring a more equitable world, is committed to fostering equity in our art form. Opera in the twenty-first century can and should demonstrate today's values of equity and inclusion. We believe in building, fostering and sustaining a company that reflects, celebrates and serves the diverse communities of the Bay Area. Opera San José cultivates a work environment that encourages fairness, teamwork and respect among all employees. We are firmly committed to maintaining a work atmosphere in which people of diverse backgrounds may grow personally and professionally.

Opera San José is an equal opportunity employer. It is our strong belief that equal opportunity for all employees is central to the continuing success of our organization. We will not discriminate against an employee or applicant for employment because of race, religion, gender, national origin, ethnicity, age, physical disabilities, political affiliation, sexual orientation, gender identity or expression, marital status, or veteran status in hiring, promoting, training, benefits, recommendations, rate of pay or other forms of compensation. Opportunity is provided to all employees based on qualifications and job requirements.

To Apply

Interested applicants should submit a Cover Letter and Resume to careers@operasj.org. Please include “Managing Director, Artistic and Production” in the subject line of your email.