

**THE
SANTA FE
OPERA**



**THE SANTA FE OPERA
JOB DESCRIPTION – Director of Artistic Administration**

Reports to: Chief Artistic Officer
Date: October 1, 2022

Overview: Work with Chief Artistic Officer and General Director in management of future season planning and daily artistic operations and administrative personnel.

Essential Duties and Responsibilities

Personnel Management

- Manage Artistic Coordinator and oversee work concerning artistic travel, visas, contracts, and correspondence.
- In collaboration with the Chief Artistic Officer, manage:
 - The Rehearsal department personnel in schedule planning and daily operations during the season.
 - Orchestra Manager and Librarian, while resolving issues pertaining to the orchestra.
 - Chorus Master and Head of Music Staff.
 - Director and Manager, Apprentice Program for Singers.
- Serve as the Artistic deputy for the department when Chief Artistic Officer is away.

Artistic Administration

- Correspond with artist managers to resolve logistics and issues surrounding artist contracts, releases for other engagements, and cancellations.
- Prepare artistic estimates and reports to Chief Financial Officer.
- Generate future season casting reports, providing Chief Artistic Officer, Music Director, Directors of Development, Marketing and Media up-to-date status of artistic contracting progress.
- Providing casting information and artistic correspondence, in collaboration with Chief Artistic Officer, to stage directors and creative teams.
- Proof all marketing materials and press releases that include artistic information.
- Report payroll to Finance for all artistic personnel.
- Onboard seasonal artistic employees and contractors, as coordinated with the Payroll Manager.
- Respond to diverse artistic, budget, contractual and logistical inquiries from other SFO departments.
- Advise Development and General Director's office on guest lists for cast parties, opening night gifts, and donor events.
- Attend auditions for mainstage roles, as available.
- Oversee auditions and engagement of supernumeraries, dancers, and extra chorus.
- Manage and facilitate orchestra auditions as necessary, in collaboration with Orchestra Manager.

- Advise Chief Artistic Officer on administrative and budgetary implications for future season planning.
- Handle ticket requests for visiting opera company representatives and artist managers.
- Address artistic inquiries, questions, and issues from all SFO departments.
- Attend dress rehearsals and be part of the artistic department performance rotation.
- Collaborate with Chief Artistic Officer to establish departmental policies and best practices.

Offers and Contracts

- Prepare and send offers to managers for singers, conductors, and production designers.
- Oversee Artistic Coordinator in the preparation of Orchestra contracts, as guided by the CBA.
- Oversee Artistic Coordinator's tracking of contracts and report to Chief Artistic Officer and General Director regular status reports. Follow-up with managers to facilitate finalizing contracts.
- Negotiate union agreements with American Guild of Musical Artists and American Federation of Musicians in collaboration with Chief Artistic Officer and General Director.
- Prepare offers for music staff upon advice from Head of Music Staff.
- Negotiate publisher licensing and score delivery, in collaboration with Chorus Master.
- Advise Community Engagement department on artist and designer contracting.

Competencies:

- **Negotiation skills, particularly including familiarity with Union CBAs and related management.**
- **Familiarity with the Operatic repertoire.**
- **Understanding of complex schedules for contracted artists.**
- **Familiarity with transactions and dealing with agents and managers.**
- **Thorough and advance abilities with Microsoft office products.**
- **Clear and concise communication style, both in written and verbal communications.**

Physical Standards: Must be able to drive a motor vehicle. This position involves light work with lifting or moving of up to 20 pounds occasionally and up to 10 pounds frequently. The job involves mostly desk work, requiring manual dexterity, the ability to communicate via phone, and computer related work. There is frequent walking and standing for periods of time.

This job description in no way implies that these are the only duties to be performed by the employee occupying this position. The fundamental job requirements are included and these are the essential job functions. Employees will be required to perform any other job-related duties assigned by their supervisor. All requirements are subject to possible modification to reasonable accommodate individuals with disabilities.