

THE SANTA FE OPERA



THE SANTA FE OPERA Community Engagement Young Technicians Administrative Manager

Reports to: Manager of Programs and Partnerships
Classification: Non-exempt

Summary Description:

Under the supervision of the Manager of Programs and Partnerships, develop and deliver Young Technicians program, refining as warranted; promote program and manage participation including recruiting participants; schedule and lead sessions and demonstrations including coordination with other supporting staff, instructors, and presenters; coordinate scheduling and logistics with Production staff; and evaluate program. This position requires the ability to work directed and independently, exercising judgment and initiative. This position will require work outside normal work hours including but not limited to meetings; seminars; retreats; and rehearsals and performances of family, community, and school partnership projects, in the evening and on weekends in Santa Fe and communities around the state which should not exceed twenty hours per week.

Exemplary Duties/Responsibilities:

- Design an arc of experience
- Develop goals and evaluation metrics
- Create criteria for participation
- Develop application process
- Recruit, identify, and vet candidates
- Collaborate with production staff on shop space, equipment and materials usage, potential staff involvement, etc.
- Manage program
- Evaluate program
- Recommend refinements

Employment Standards:

Education/Experience: A combination of education and experience in the performing arts and the administration of a performing arts or other not-for-profit organization, in production or general administration. Evidence of qualification would be at least an associate's degree in one of the performing arts or related field or at least two years' experience in a theatre production, the public schools, or community work.

Knowledge: Understanding and practice of theatre production; principles and practices of business organization and administration; styles and practices of effective oral and written communication

research; basic quantitative analysis; administrative and management information systems; modern office practices and procedures, including efficient record-keeping and documentation.

Skills: Ability to independently plan, organize, schedule and coordinate assigned projects and responsibilities; to make judgments and sound analytical decisions; to communicate effectively, both verbally and in writing, to diverse audiences; to develop alternative solutions to problems; to analyze, compare and synthesize data; to prepare clear, concise, thorough, and grammatically correct letters, memoranda, and other written documents; to work effectively with a wide range of people, including staff, volunteers, youth, members of various boards and members of the community and partner organizations. Evidence of soft skills is critical. These include empathy, patience, listening, and anticipating the needs of others and appreciating where others are coming from. Computer literacy is required.

This job specification should not be construed to imply that these requirements are the exclusive standards of the position. Incumbents will follow any instructions, and perform any other related duties, as may appropriately be required by their supervisor.