



## Director of Artistic Operations **Job Description as of 1-12-26**

- **Title:** Director of Artistic Operations
- **Classification:** Full-time, year-round, exempt
- **Reports to:** General Director
- **Salary:** 110K – 120K annually, Depending on Experience and Qualifications
- **Benefits include:** Low-premium medical, dental and vision insurance; short and long-term disability, and life insurance paid fully by the opera; Employee Assistance Program; eligibility for payroll contributions to the opera's 403(b) retirement plan; paid vacation policy starting at 2 weeks and increasing after year one; sick and bereavement leave; and 11 paid holidays throughout the year.

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### **Summary, Scope & Purpose**

The Santa Fe Opera, a world-renowned opera company producing a 5-show summer repertory season in its unique outdoor theater, is seeking qualified applicants for a Director role in our Artistic Department.

Ideal candidates employ a collaborative, positive work environment, working closely with the Chief Artistic Advisor, Director of the Apprentice Program, Director of Production and others.

### **Responsibilities**

Responsibilities include, but are not limited to:

### **Personnel Management**

- Oversight of the Artistic Coordinator work's responsibilities, including but not limited to artistic travel, visa processing, contracts, and correspondence during festival season.
- Hire and Manage:
  - The Rehearsal department personnel in schedule planning and daily operations during the season.
  - Orchestra Manager and Librarian
  - Chorus Master and Head of Music Staff.

## **Artistic Operations**

- Correspond with artist managers following initial contact made by with the Chief Artistic Advisor and Director of the Apprentice Program to resolve logistics and issues surrounding artist contracts, releases for other engagements, and cancellations.
- Submit quarterly budget updates in timely manner to Chief Financial Officer, forecasting with the Chief Artistic Advisor and Director of the Apprentice Program.
- Generate future season casting reports, providing Chief Artistic Advisor, Music Director, Directors of Development, Community Engagement and Marketing and Media up-to-date status of artistic contracting progress.
- Proof all marketing materials and press releases that include artistic information in collaboration with the Director of the Apprentice Program.
- 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 departments.
- Advise Development and General Director's office on guest lists for cast parties, opening night gifts, and donor events.
- Oversee auditions and engagement of supernumeraries, dancers, and extra chorus.
- Manage and facilitate orchestra auditions as necessary, in collaboration with Orchestra Manager.
- Attend dress rehearsals and be part of the artistic department performance rotation.
- Collaborate with Chief Artistic Advisor and Director of the Apprentice Program to establish departmental policies and best practices.

## **Offers and Contracts**

- Prepare and send offers and contracts to managers for conductors and creative teams (such as directors and fight coordinators).
- 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 Advisor and General Director regular status reports. Follow-up with managers to facilitate finalizing contracts.
- Ensure compliance with all relevant union agreements and labor regulations. Serve as a liaison with union representatives as needed
- Negotiate union agreements with American Guild of Musical Artists and American Federation of Musicians in collaboration with Chief Artistic Advisor and General Director.
- Negotiate and 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 in conjunction with the Director of the Apprentice Program.

### **Key Competencies and Qualifications**

- 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 advanced abilities with Microsoft Office products.
- Clear and concise communication style, both in written and verbal communications.

### **Minimum Qualifications include:**

- Bachelor's degree or equivalent professional experience in music, arts administration, or a related field
- Minimum of 5–7 years of experience in artistic operations, production management, or arts administration, preferably in opera or classical music
- Strong knowledge of opera production processes and rehearsal practices
- Experience working with union agreements (AGMA, AFM, USA, IATSE preferred)
- Excellent organizational, communication, and problem-solving skills
- Ability to manage multiple projects simultaneously in a fast-paced environment

### **Schedule, Compensation, Benefits**

A 40-hour work week is typical for August through April. During the May through July summer season, the workweek is typically six days a week and can occasionally be up to twelve plus hours a day. The summer festival season is challenging but rewarding as we see all of our collective planning come to fruition!

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 reasonably accommodate individuals with disabilities.

### **Join Us! How to Apply**

Submit a completed Employment [Application Form](#), your resume, and a cover letter to [humanresources@santafeopera.org](mailto:humanresources@santafeopera.org), or by mail to:

The Santa Fe Opera, Attention: Human Resources  
Post Office Box 2408, Santa Fe, New Mexico 87504-2408

**The Santa Fe Opera has an industry-wide reputation as an excellent employer, providing rewarding opportunities amid a setting of great natural beauty. As an Equal Opportunity employer, the Santa Fe 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.**

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Questions about this position or the application process should be directed to:  
[humanresources@santafeopera.org](mailto:humanresources@santafeopera.org).

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