Title: Assistant Director (AD) - La belle et la bête

Classification: Part-time, Non-Exempt (prep work then onsite June 20 - July 17, 2022)

Reports to: Director & Director of Production

Job Summary:

The Assistant Director position is crucial in the creation and support of the creative team. The AD works with the Director to shape the staging, design and realization of the opera. Duties for this position include performing research, maintaining an up-to-date copy of script, taking notes and communicating regularly with the Director regarding the progress of the production.

Communication is important in clarifying the assignment of these duties. The AD will act as another set of eyes and ears, and as a sounding board for the Director at rehearsals, and meetings.

At times the Director will expect the AD to step in and perform duties normally done by the Director such as run rehearsal or attend meetings.

About the Organization:

Based in San Francisco, Opera Parallèle (OP) is an award-winning professional, non-profit organization that develops and performs contemporary opera. Established in 2010, OP commissions re-orchestrations of contemporary grand opera to give a sense of intimacy to its productions and to give an afterlife to contemporary works, and commissions new works that tell relevant diverse stories through our Hands-On-Opera program. OP is on a rapid growth trajectory with increased national visibility and a current organizational budget of just over $1M. OP is governed by a 15-member, and growing, Board of Directors.

Key responsibilities include:

- Read and study the Opera; discuss the interpretation and production concept with the Director.
- Attend all production meetings and staging/technical rehearsals through opening.
- Assist the Director as needed by taking notes, and actively watching/listening.
- Communicate regularly with the Director regarding the progress of the production.
- Run special rehearsals such as line-throughs, speed-throughs, etc. if the Director requests it.
- The Assistant Director may be asked to walk through scenes for an absent actor.
- Take blocking, line, and/or dialect notes.
- Takes notes for the Director as instructed during rehearsals and tech. Share these notes with the Director who may communicate them to the cast and/or crew.
- The Assistant Director may be asked to type up any rehearsal notes taken by the Director for distribution to the cast and/or crew.
Qualifications:

- Strong writing and communication skills.
- Familiarity with Google Drive Suite.
- Innovator, team player, consensus builder, and good listener.
- Self-motivated and independent professional.
- Knowledge of SF and Bay Area communities is a plus.
- Interest and/or background in opera, contemporary music/art, music education, or other performing arts.
- Exemplary professional and personal references.

**Equal Opportunity Employer**

Opera Parallèle is an equal opportunity employer. People of color, women, persons with disabilities, and persons in the LGBTQ+ community are highly encouraged to apply. Opera Parallèle maintains a policy of non-discrimination with respect to employees and applicants for employment. No aspect of employment will be influenced in any matter by race, color, religion, sex, age, national origin, marital or parental status, ethnicity, religion, sexual orientation, gender identity and/or expression, physical disability, medical condition (including HIV or AIDS status), perceived physical disability, veteran status, or any other basis prohibited by statute.

**To Apply**

Send your CV and a one-page cover letter explaining your interest and why you are a great fit for this position to operaparallele@operaparallele.org.