



June 2022

### **Overview**

Job Title: Production Director

Classification: Independent Contractor (1099)

Compensation: \$10,000 per mainstage production (see below for more information)

Location: Hybrid remote/in-person (see below for information about physical requirements)

Expected Start Date: August 15, 2022

Reports to: Creative Director and General & Artistic Director

### **The Opportunity**

Opera Parallèle (OP) is looking for a production specialist who enjoys working with a dynamic team. This position is responsible for overseeing all production aspects of two-three operas a season, and works closely with the Creative Director, General/Artistic Director, Managing Director and the entire OP Artistic team. This is an important position in our company and whoever fills it will be an integral part of the OP family.

### **Who We Are**

Based in San Francisco, Opera Parallèle (OP) is an award-winning, female- and artist-led contemporary opera company. Collaboration is in our DNA, as well as a drive to create and keep opera relevant and accessible for our diverse modern world.

Since 2010, Opera Parallèle has become one of the foremost presenters of new opera in the country. A dedication to current issues, 20<sup>th</sup>- and 21<sup>st</sup>-century composers, immersive opera experiences, and hands-on, intergenerational community engagement puts OP at the vanguard of making opera meaningful for today's audiences. OP is on a growth trajectory, with increasing national visibility and a current organizational budget of about \$1 million. OP is governed by a 17-member Board of Directors passionate about innovation in the arts.

OP's core expertise is in staging new opera and creating chamber (slimmed-down) orchestrations of larger operas adaptable to many venues, giving many works an afterlife and accessibility beyond their initial run. OP enjoys close relationships with creators and producing partners working in opera, the performing arts, and visual art, and is often sought by today's top composers to develop the chamber premiere of operas they debuted at top international houses.

OP is committed to being an inclusive work environment through diversity of people, ideas, talents, and experiences. We are committed to providing a culturally safe workplace, and we recognize that this looks different for everyone. We will work with existing staff and new hires to identify and ensure respect for cultural safety needs and develop opportunities for all staff to connect, engage, and thrive. OP is actively working on increasing fluency in equity issues and is participating in

ongoing organization-wide assessment and training in equity, diversity, and inclusion. We welcome open dialogue about how we can continually improve our support for our community in all aspects of our work.

If you haven't already, please visit our [about us page](#) to learn more about who we are, what we do, and the values we embrace.

### **Who We're Looking For**

This section describes the skills and experience that are most important to this position. We realize not everyone will be equally strong in all of these areas. We also know you can bring strengths and talents beyond what we've described. If you are excited about this role and our mission, we welcome your application! This position will be especially exciting for someone who thrives on new works and implementing new integrated technology to help OP push the boundaries of opera and theater storytelling and production values.

The Director of Production duties, but not limited to:

1. Create, maintain, and distribute Production Calendars and Schedules.
2. Maintain and manage production budgets and re-forecasts, with the Creative Director and Managing Director for present and upcoming seasons.
3. Negotiate and hire all production staff including Designers, Artisans, Stage Managers, and Assistant Stage Managers.
4. Manage the work and schedules of Designers and Artisans.
5. Secure staging rehearsal space within approved budget limits.
6. Ensure that the material needs of the production are completed and delivered on time, are taken away at the end of the last performances under the auspices of the venues, and that such material expenses remain within the agreed-upon budget.
7. Coordinate transportation of all production elements needed for rehearsals and performances.
8. Act as liaison between OP and Venue Production staff.
9. Provide all technical information to Venue.
10. Supervise all performance venue technicians.
11. Attend all technical rehearsals, dress rehearsals, and performances.
12. Review final estimate and final settlement from venues with the Managing Director for current and future seasons.
13. With Artistic Director and Artistic Manager, and Artistic Administrator, coordinate and facilitate orchestra physical needs.
14. Schedule and lead all production meetings.
15. Attend staff meetings as necessary.
16. Create and maintain technical riders.
17. Uphold the artistic integrity and standards of OP.

### **Location, Schedule, and Physical Requirements**

- We're happy to accommodate a remote work schedule but prefer a candidate who can work in San Francisco during the entirety of our production periods (for 2-3 productions a season).
- This position requires the ability to sit at a computer, speak, and type for extended periods of time. Duties of this role may also include lifting, bending, and pulling sets/lighting to set up, configure, and break down event spaces.

**Equal Opportunity Employer**

Opera Parallèle is committed to providing equal employment opportunities to all qualified applicants and 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, ethnicity, national origin, religion, gender identity and/or expression, sexual orientation, age, marital or parental status, pregnancy, disability, medical condition (including HIV or AIDS status), genetic information or characteristics (or those of a family member), veteran status, or any other basis prohibited by applicable law.

We value a strong, diverse team, and women, trans- and gender-nonconforming folks, queer people, BIPOC (Black, Indigenous, People of Color), and individuals with disabilities are strongly encouraged to apply. We acknowledge this list is incomplete and encourage you to apply if your lived experience informs your desire to support our commitment to telling diverse, relevant stories through contemporary opera.

**Compensation and Benefits**

This is a part-time independent contractor position. The wage for this position is \$10,000 for each mainstage production. A payment schedule will be determined upon mutual agreement and will be made upon receipt of a completed Form W-9 and corresponding invoice. OP will provide a Form 1099 in due time for tax purposes.

**To Apply:** Send your resume and a one-page cover letter explaining your interest and why you are a great fit for this position to [employment@operaparallele.org](mailto:employment@operaparallele.org), with Production Director in the subject header. Due to the volume of applicants, only candidates who will be invited to interview will be contacted.

**Application Deadline:** Open until filled