Overview

Job Title: Production Director

Classification: Part-time non-exempt employee (W2) or independent contractor (1099)

Salary/IC range: $48–$58 per hour, 40–70 hours per month depending on production cycle, up to maximum annual base compensation of $35,000–$45,000

NOTE: On-site work with other companies that rent or co-produce OP productions may provide opportunities for additional compensation beyond listed salary.

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

Expected Start Date/Term: July 31, 2023; one-year contract with annual option to renew

Reports to: Creative Director and General & Artistic Director

Position Summary

Opera Parallèle (OP) is seeking a proactive, collaborative professional to oversee all production planning, implementation, and management as a member of our leadership team. The Production Director will work closely with the Creative Director (CD), General & Artistic Director (G&AD), Managing Director (MD), Development Director, and the entire OP Artistic Team (Artistic Producer and Artistic Administrator). Under the direction of the CD and G&AD, the Production Director will be responsible for overseeing the production needs and resources for all of OP's programs, including two mainstage operas a season, one Hands-On-Opera youth production, the Annual Benefit, as well as all other OP events that require production support. You will play an important role in ensuring that all programs are implemented within budgeted resources and realize the artistic goals and standards of the organization.

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, 20th- and 21st-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) orchestration 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 creating 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 role would be best served by an arts professional who has:

- At least five (5) years of progressive professional experience managing the production function of a producing opera or theater company
- A thorough understanding of theater and opera production techniques and processes, including industry safety standards
- Knowledge of stagecraft, opera repertoire, and scenic construction
- Knowledge of principles of management and financial accounting, with experience preparing and monitoring budgets
- Success with selecting, supervising, evaluating, and developing staff
- Demonstrated ability to motivate and manage a work group responsibly and with integrity
- Proficiency in Microsoft Office applications; database skills desirable
- Ability to work independently, prioritize tasks, and exercise good judgment and initiative
- Strong attention to detail and ability to deliver high-quality work
- Ability to manage multiple, competing priorities successfully
● Outstanding interpersonal skills, including the ability to interact with artists, staff, and the public in a professional, confidential, and tactful manner
● An innovative and collaborative spirit, with the ability to work as a team player and to build and manage strong relationships with co-workers and external producing and community partners; a good listener
● Ability to communicate clearly and effectively, both verbally and in writing
● Respect for diverse backgrounds and voices and a commitment to inclusion, accessibility, and equity
● Experience working and communicating with intergenerational and diverse racial, ethnic, and socioeconomic backgrounds
● Ability to work evenings and weekends
● Knowledge of the Bay Area cultural community, rental shops, and vendors
● A commitment to performing the functions of the position in a safe manner
● Sense of humor a plus!

**Key Responsibilities**

**Current-Season Production Management**

● Create, maintain, and distribute production calendars and schedules for all three productions in the OP season, as well as all OP events, including the Annual Benefit and additional community programs where needed.
● Maintain and manage production budgets and (re)forecasts, tracking actual expenses for all production departments along with the CD and MD.
● Ensure all production staff, including designers, artisans, stage managers, and assistant stage managers, are hired, contracted, and onboarded over the course of an entire season.
● Manage the work and schedules of all designers, artisans, stage managers, assistant stage managers, and additional technicians for all productions.
● Confirm and liaise with venues for staging rehearsals.
● Ensure that the material elements (scenic, costume, lighting, properties, etc.) of all productions are completed and delivered on time and are taken away at the end of the last performance of each production, under the auspices of the host venue, and that all material expenses remain within the agreed-upon budget.
● Support the Development Director and Artistic Team on production elements of OP’s Annual Benefit event, as well as all other fundraising events that include performance elements.
● Support the Community Manager/Coordinator on production elements of all community programming with performance elements, including Hands-On-Opera and the annual “Expansive” showcase.
● Coordinate transportation of all production elements needed for rehearsals and performances.
● Act as liaison between OP and performance venue production staff, including determining and implementing health and safety protocols.
● Provide all technical information to performance venues.
● Supervise all performance venue technicians.
● Attend all technical rehearsals, dress rehearsals, and performances.
● Review final estimate and final settlement from performance venues with the MD.
● Under the direction of the G&AD and Artistic Administrator, coordinate and facilitate orchestra physical needs.
● Schedule and lead all production meetings.
● Attend agreed-upon staff meetings as necessary.
● Secure, coordinate, and manage storage of sets and other physical production elements in OP’s storage facility.
● Uphold the artistic integrity and standards of OP.

Future-Season Planning
● Work with OP’s Artistic Team to plan future seasons, including evaluating and advising on performance venues, production elements of new repertoire, design collaborators, etc.
● Create production budgets along with CD, G&AD, and MD.
● Assist MD in finalizing performance venue agreements and production estimates.
● Under direction of CD, negotiate, hire, contract, and onboard (with MD) all production staff, including designers, artisans, stage managers, and assistant stage managers.
● Secure and/or confirm spaces for staging rehearsals within approved budget limits.

Production Rentals & Co-Productions
● Create and maintain comprehensive technical riders and “Production Book” for all productions, coordinating with department heads to collate a complete picture of the production to be shared with future renting companies and co-producers.
● Support Artistic Producer in providing technical information for OP productions to prospective renters and co-producers.
Attend meetings with prospective renters and co-producers to provide technical information and insights.

Coordinate with any renting company or co-producer to assist in their planned presentations of OP productions.

Liaise with renting companies and co-producers to arrange transport of OP productions.

Support Artistic Producer and MD with production-related elements of co-production and rental agreements.

NOTE: On-site work with renting companies or co-producers may provide opportunities for additional compensation (as outlined in rental and co-production agreements), beyond listed salary.

These tasks represent baseline responsibilities for this position. As OP grows, there may be opportunities to add new responsibilities and areas of work. We are a small (but growing!) staff, so an openness to supporting other areas of work is essential for every member of our team.

**Location, Schedule, and Physical Requirements**

- We're happy to accommodate a remote work schedule but require on-site work during the entirety of our production periods.
- Rehearsals and performances of OP productions and OP events take place in varying local sites around San Francisco (and possibly throughout the Bay Area). Opportunities may arise to travel outside the Bay Area/nationally in support of OP productions that are rented or co-produced by outside companies.
- The workflow varies greatly throughout the year, with work time demands beyond the standard workweek determined by production planning and execution. The Production Director is required to be available year-round to a schedule agreed with the CD and G&AD. The role requires irregular and extended working hours.
- 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, properties, and lighting to set up, configure, and break down rehearsal, performance, and 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 OP’s commitment to telling diverse, relevant stories through contemporary opera.

Compensation and Benefits
This position can be structured either for an employee or for an independent contractor, if the candidate has their own LLC. For an employee, this is a year-round, part-time, non-exempt position. In either case, the contract is for one year, with an annually recurring option to renew. The expected time commitment is 40–70 hours per month, depending on the production cycle. Base compensation is $48–$58 per hour, up to an annual maximum of $35,000–$45,000 per year (not including opportunities that may arise to earn additional compensation for supporting rentals and/or co-productions of OP productions by outside companies).

For an employee, this position also includes the following benefits:

- All employer taxes, including worker's compensation, unemployment, and social security, are paid by OP.
- After three (3) months of employment, you are eligible to contribute to a retirement plan through our payroll provider, Paychex.
- Flexible work schedule, except for production periods.
- Paid sick leave is accrued at the rate of 1 hour earned per 30 hours worked (up to a maximum total of 72 hours), in accordance with the San Francisco Paid Sick Leave Ordinance.

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, 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: July 15, 2023