July 2023

Overview
Job Title: Community, IDEA & Contracting Associate
Classification: Part-time non-exempt employee for an average of 18 hours per week; see below for more information about total compensation
Location: Hybrid remote/in-person
Hourly Wage: $23–$25 per hour
Start Date: September 1, 2023
Reports to: Managing Director (MD) and Artistic Producer & Community Director (AP&CD)

Position Summary
Opera Parallèle (OP) is seeking a proactive, collaborative professional to work in the new position of Community Programs, IDEA & Contracting Associate (CICA). This role works within and across the organization to coordinate the community engagement programs collectively known as The Bullhorn, including Hands-on-Opera and Expansive. The CICA will also coordinate the implementation of Inclusion, Diversity, Equity, and Accessibility (IDEA) initiatives within the organization and across all programs, and will administer the contracting of temporary employees and independent contractors for productions and events. The person in this role will play a key role in implementing essential components of internal organizational integrity, while helping to ensure that we meet our goal to engage authentically and responsibly with diverse communities. In turn, we’d love to help you grow the skills, experiences, and connections you’re looking for to advance your career.

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) 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 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.

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 role would be best served by a person who has:

- At least 1–2 years of experience in arts administration, arts program development, and/or community-oriented work
- Knowledge of the Bay Area cultural communities and history, with particular emphasis on the LGBTQ+ communities
- Experience working and communicating with intergenerational and diverse racial, ethnic, and socioeconomic backgrounds
- Respect for diverse backgrounds and voices and a demonstrated commitment to inclusion, accessibility, and equity
- Proficiency in Google Suite and Microsoft Office applications; database skills desirable
- Ability to work independently, prioritize tasks, and exercise good judgment and initiative
- Demonstrated ability to deliver high-quality work with very strong attention to detail
- 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
- Ability to work occasional evenings and weekends
- A commitment to performing the functions of the position in a safe manner
- Sense of humor a plus!
Key Responsibilities

Note: The breakdown of hours listed below is meant as an indication only; the actual hours spent working in each area will fluctuate depending on operational needs each week.

Community Programs (~50%)
- The Bullhorn
  - Working with the AP&CPD, community partners, and other stakeholders to support the development and curation of co-created engagement programs that deepen our relationship with communities
  - Executing all administrative elements (including contracting and budget management) of all Bullhorn programs
  - Supporting the AP&CPD in working with the Development team on cultivation, fundraising events, grant proposals, and final reports related to Bullhorn programs
  - Maintaining documentation of all Bullhorn projects and providing shared access for other staff.
- Hands-On-Opera
  - Working alongside the AP&CPD to oversee administrative elements of Hands-On-Opera projects
  - Liaising with the Production Director (PD) on production elements of Hands-On-Opera projects
  - Working alongside the AP&CPD and Artistic team to manage logistics for readings and workshops (e.g., venue selection, budgeting, securing musicians, housing, travel).

IDEA: Inclusion, Diversity, Equity & Accessibility (~20%)
- Providing project management support for IDEA initiatives and conversations year round (all OP staff are required to be engaged in and responsible for this work)
- Coordinating calendaring, research, resources, and speakers for ongoing IDEA initiatives across all OP programs
- Attending webinars and trainings as appropriate and sharing promising IDEA practices and resources with OP staff
- Researching current resources and funding available for IDEA initiatives, and working with the Development team to secure such funding
- Researching promising practices for improving the accessibility of OP programs, venues, and communications for individuals with disabilities
- Developing recommendations and creating a phased plan to improve accessibility across OP programs, venues, and communications
- Supporting the OP leadership team and other staff in the implementation of the accessibility plan
- Coordinating with accessibility service providers, such as ASL interpreters, Audio Description Services, etc.
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**Contracting (~30%)**
- Working with the MD, AP&CD, PD, Finance Manager, and Artistic Administrator to create contract templates for employees and independent contractors (ICs).
- Issuing contracts to temporary employees and ICs for productions and events, using OP templates and processes, utilizing a strong attention to detail to ensure accuracy.
- Following up with those contracted via email and phone to ensure all paperwork (e.g., contract, W4/W9, I9) is fully executed by the time work commences.
- Filing fully executed documents in correct locations on OP’s Google Drive.
- Entering accurate data to enroll employees in the payroll system (Paychex).
- Responding to external requests for employee documentation (e.g., from the Employment Development Department, surveys from the field, etc.).

These tasks represent baseline responsibilities for this position. As OP grows, there may be opportunities (and sometimes the need 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**
- OP’s administrative offices are located on the fourth floor of 44 Page Street in San Francisco, close to public transportation (BART and MUNI) and accessible by one set of stairs and one elevator.
- Events and performances of OP productions and events take place in varying local sites around San Francisco (and possibly throughout the Bay Area).
- The OP administrative workday is generally Monday to Friday, 10 a.m. to 6 p.m. We’re happy to accommodate a hybrid work schedule, and require at least one day of on-site work each week as well as an availability to be on site for occasional evenings and weekend events.
- This position requires the ability to sit at a computer, speak, and type for extended periods of time.

**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.
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Compensation and Benefits
This is a year-round, part-time, non-exempt position averaging 18 hours per week with some weeks busier than others. Base compensation is $23-$25 per hour, up to an annual maximum of $23,000.

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 “Community Programs, IDEA & Contracting Associate” 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 - priority given to applications received by August 6, 2023