

## DESCRIPTION

Job Posting: Associate Company Manager (seasonal)

Reports to: Artistic Administrator

Supervises: Production Intern

Works Closely with: Artistic Administrator

Director of Production

Company Manager

Overall:

Working closely with the Artistic Administrator, the Associate Company Manager is primarily responsible for administrative and Logistical matters involving artists, seasonal staff, and the orchestra. As part of a welcoming and creative organization the Associate Company Manager will be a generalized problem solver that is highly collaborative, can maintain a positive outlook and demonstrate leadership and prioritization skills. They should also be empathetic toward all peoples and situations and be comfortable handling sensitive/confidential information with tact.

Additionally, they should be comfortable handling conflict while maintaining professionalism at all times.

Duties / Responsibilities:

Managing housing in Opera owned complex.

Arranging ground transportation to and from airports for arriving/departing company members.

Arranging doctors appointments and transportation for artists and seasonal staff when needed.

Take the lead role in the planning and execution of company parties.

Maintain and distribute season materials.

Collect and maintain information for independent contractors, i.e. I-9, W-9, etc...

Coordinate, submit and track all artist's fees in compliance with artists' agreements.

Distribute paychecks to company members.

Ensure effective and timely communication to all members of the company and provide regular updates to the Artistic Director and Artistic Administrator.

Provide logistical support to company members and staff as needed.

Coordinate artist complimentary ticket requests for box office.

Assist Director of Production in handling issues and concerns related to Workers' Compensation for artists, orchestra, and seasonal staff.

Attends Artistic Director meetings, Production meetings, performances, and special events to support Artistic Administrator and Director of Production as an ancillary manager-on-duty.

Provide administrative support while in the theater during performances.

Other duties as assigned.

Requirements:

Exceptional time management and organizational skills with an acute attention to detail

Self-starting problem solver with propensity for multi-tasking with minimal supervision or direction

Proven, effective, and efficient written and oral communications skills

Substantial computer literacy with proven proficiency in Microsoft Office suite

Ability to work under pressure, with a wide variety of personalities, exhibit patience, understanding, and a sense of humor.

Experience in tracking expenses

Experience in logistical planning including arranging and managing travel and accommodations

Excellent writing, editing, and proofreading skills

Strong interpersonal skills

Ability to work well in a fast-paced environment and able to spot and solve problems quickly

Ability to manage multiple competing priorities and deadline driven tasks

Ability to think ahead and maintain self-driven initiative

Ability to work flexible hours during opera season, including nights and weekends

Possess a valid driver's license

**Desired Start Date:** January 2, 2025

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## **BENEFITS**

**Pay Range:** \$700 - \$800 Weekly

This is a seasonal position, working as an independent contractor. The dates are Jan 2 - April 1, 2025

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## **HOW TO APPLY**

Send cover letter and resume to Marco Nisticò, Artistic Administrator - Sarasota Opera. Email: [mnistico@sarasotaopera.org](mailto:mnistico@sarasotaopera.org)

**Application Deadline:** July 31, 2024