

Position Description

Title:	Opera Theater and Musical Theatre Associate
Department:	Performance Operations
Reports To:	Managing Director of Opera Theater and Musical Theatre
Supervises:	N/A
Internal Contacts:	All departments, students, and faculty
External Contacts:	Opera Theater and Musical Theatre Production Management
Employment Status:	Part-time; Non-exempt

Domains:

- Creates and manages the daily schedule for Opera Theater and Musical Theatre productions. This includes but is not limited to scheduling rehearsals, costume fittings, and making room reservations.
- Schedules and monitors departmental auditions.
- Communicates daily with faculty, staff, and students.
- Assists with creation of programs for theatrical productions, events, and voice master classes.
- Schedules and monitors all Performing Ensemble auditions and Performance Technique enrollment processes.
- Maintains a Performing Ensemble and Performance Technique course database.
- Works closely with the Registrar to manage class conflicts and create Performing Ensemble and Performance Technique course rosters.
- Schedules and monitors voice master class auditions.
- Acts as day-of event manager for voice master classes.
- Works on additional special projects and administrative duties as assigned.

Job Requirements:

- Undergraduate degree in music, performing arts, or arts administration, or equivalent professional experience.
- At least 2-3 years of experience in arts administration, stage management, or opera/musical theatre production.
- Strong working knowledge of theatrical production.
- Familiarity with and sensitivity to the performing arts and artist training environments.
- Excellent computer skills and aptitude, including Microsoft Office Suite and database management.
- Strong organizational skills.
- Attention to detail; ability to proofread and edit.

This part-time position follows an academic calendar, August through May, and generally Monday-Friday, 11:30 am-3:30 pm. Hours may be flexible pending other duties and availability.

Contact Information:

Send letter of application and résumé including three references to:

Christina Teichroew
Managing Director of Opera Theater and Musical Theatre
teichroew@msmnyc.edu.

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