**Indianapolis Opera Resident Assistant Director**

**JOB DESCRIPTION**

**JOB TITLE:** Assistant Director/Education Production Coordinator

**DEPARTMENT:** Artistic/Education **REPORTS TO:** General Director

**POSITION SUMMARY:**

The Assistant Director/Education Production Coordinator is responsible for assisting the General Director with production management and, separately, cultivating artistic programming for the Indianapolis Opera Resident Artists (IORA).

**RESPONSIBILITIES**/ROLES

* **Resident Artist Programmer/Stage Director**
  + Program all IORA recitals, including the “Opera on the Move” series, “Sundays at the Basile,” and other neighborhood events.
  + Direct one children’s opera per school semester (fall and spring).
  + During odd-year seasons (next upcoming: 2022), either write or select a children’s opera for two-year, touring production cycle. This would also include designing the production with the use of our ample props supply.
* **Production Manager**
  + Issuing and receiving artistic materials related to all productions, including for labor, services, or rentals.
  + Keeping deadlines on-track for contracts, design, and scheduling (lead master 6 month production schedule)
  + Create welcome materials prior to rehearsal, including information related to accommodations, schedules, and company policies for performers or artistic staff.
* **Assistant Director**
  + Serve as an assistant director during mainstage productions throughout the season (one concert, 2 shows, one workshop)

**MINIMUM REQUIREMENTS:**

Successful candidates will have a master’s degree in Music or Fine Arts, with emphases in voice, direction, and or theatre with field experience. Experience directing works for children and candidates with strong administrative skills.

**TECHNICAL PROFICENCIES:**

* Strong ability to organize and maintain deadlines.
* Creative artistic vision for IORA programming that engages new and existing young people.
* Proficiency in Microsoft Office suite and Apple operating systems.
* Familiarity with lighting boards (such as an ETC Colorsource or Edison) and sound systems.
* Excellent written and verbal communication skills in a professional timely manner
* Be a self-starter who can work independently.

**TIME REQUIREMENT:**

Full-time resident in Indianapolis at approximately 40-plus hours per week. Includes seasonal breaks in winter and summer.

Competitive pay offered. Independent Contractor position, with possible housing. Must have own car.

**TO APPLY:** Email your resume and cover letter to moy@indyopera.org. Address with subject line “Assistant Director Applicant,” with materials addressed to David Starkey. Additional questions may be sent to Lyndsay Moy at moy@indyopera.org or by calling (317) 283-3531.