



**Sacramento Region Performing Arts Alliance**  
1110 2<sup>nd</sup> Street  
Sacramento, CA 95814  
Office: 916.476.5975  
www.sacphilopera.org

## **Operations Associate**

Unlock the door to opportunity with the Sacramento Philharmonic & Opera (SP&O). We're currently seeking a dedicated Operations Associate to join our esteemed team as we continue our mission to enrich lives and elevate cultural experiences through symphonic and opera music in the Greater Sacramento Region.

In this pivotal role, you'll serve as a key player in our Operations Team, collaborating closely with the Director of Operations and Community Engagement to ensure the seamless planning and execution of our Opera, Orchestra, and Community Engagement programs. Your expertise in the technical aspects of theater and production will be instrumental in maintaining the high standards of excellence of the SP&O.

As an Operations Associate, you'll have the opportunity to contribute to the cultural growth of our community while honing your skills alongside a passionate and dedicated team. Your attention to detail and commitment to excellence will be valued as you work behind the scenes to bring our artistic visions to fruition.

If you're a forward-thinking professional with a penchant for the performing arts, we invite you to take the next step in your career journey with the SP&O. Join us in our mission to foster creativity, inspire collaboration, and leave a lasting impact on the vibrant arts scene of Sacramento.

**COMPENSATION:** \$21-\$23 an hour, depending on experience

**HOURS:** 30-40 hours per week, will require some work on evenings and weekends in conjunction with rehearsals and performances.

## **KEY SKILLS AND REQUIREMENTS**

### **Skills**

- Willingness to learn and adapt
- Ability to work independently and as part of a team
- Effective written and verbal communication skills
- Ability to manage multiple projects and priorities
- Strong organizational and time management skills
- Solid computer skills, including Microsoft office
- A desire to work with artists, musicians, and theater personnel

### **Requirements**

- Three, or more, years of production experience at a theater or artistic non-profit
- Ability to occasionally work on weekends and evenings
- Valid California Driver's License and ability to drive a box truck
- Ability to lift and carry 50 lbs

At the Sacramento Philharmonic & Opera (SP&O), we recognize that excellence comes in many forms, and we value the diverse skills and experiences that each candidate brings to the table. If you possess some, but not all, of the qualifications listed for the Operations Associate position, we still encourage you to apply.

## Job Description

**REPORTS TO:** Director of Operations and Community Engagement

**SUPERVISES:** N/A

**JOB SUMMARY:** The Operations Associate supports the Director of Operations and Community Engagement (DOCE) in executing the mission of the Sacramento Philharmonic & Opera (SP&O) by helping implement the day-to-day activities of opera and orchestra operations and supporting community engagement and education activities.

### **JOB DUTIES AND RESPONSIBILITIES:**

The following list summarizes the potential duties and responsibilities, and can be modified at any time by the Director of Operations and Community Engagement:

#### **General**

- Work closely with the DOCE and OM to implement all organizational operational activities
- Work closely with the OM and Librarian to make rehearsals and performances successful by assisting with, but not limited to, printing music, distributing parts, and purchasing/renting music
- Assist the DOCE and OM in the management of the production schedule for each season
- Be aware of and familiar with all Union agreements in place with SP&O

#### **Orchestra Operations**

- Work with the Stage Manager to administer all needs of the orchestra, including facility and equipment rental, staging requirements, and other logistical arrangements prior to rehearsal and at the concert hall
- Work with the Stage Manager to supervise orchestra setup for rehearsals and performances; coordinate with the OM regarding any special setup requirements by the Conductor or Guest Artist
- Attend rehearsals and performances, as needed
- During rehearsals, performances, etc., respond to orchestra musician requests, problems, and issues working with the OM and Librarian as needed and keeping the DOCE informed, when not present
- Work with the DOCE and OM to coordinate logistical arrangements for all special events and projects
- Work with the DOCE and OM to ensure hiring for each concert is finalized
- Work with the OM and Librarian to organize music, make copies, and assist with library tasks as needed

#### **Opera Operations**

- Help the DOCE to implement and maintain a production calendar and timelines for technical and design staff
- Help administer all production activities, including facility and equipment rental, staging requirements, and other logistical arrangements
- Work closely with DOCE, Stage Manager, Director, and Design team to support the creation of productions at a level consistent with the standards of the SP&O
- Communicate support needs to the DOCE
- Support productions by creating schedules for staging rehearsals, tech weeks and performances
- Serve as the primary liaison between all production staff, ensuring effective communication and progress toward established timelines
- Distribute production calendars
- Coordinate effective communication among guest directors, designers, and all members of the production staff
- Organize all necessary production meetings
- Attend staging rehearsals as mutually discussed/in coordination with the DOCE.
- Be present and on-site for load in, throughout tech week, the performance, and load out.
- Assist DOCE with helping engage additional opera production staff as necessary
- Finalize production archive information, including archival recordings
- Ensure production standards during run of performances
- Create and assure adherence to production deadlines for new productions

## **Community Engagement/Outreach/Education**

- Help the DOCE implement the planning and execution of performance-based Community Engagement Programs, including but not limited to:
  - Link Up culminating concert
  - Opera in Schools

**To Apply:** Email a resume and cover letter to Charla Tarragon, Director of Operations & Community Engagement, at [charla@sacphilopera.org](mailto:charla@sacphilopera.org). Please include “Operations Associate” in the subject line.

*All offers of employment are contingent upon clear results of a background check. The Sacramento Philharmonic & Opera strives to be recognized for the performance and presentation of high-quality music, while engaging and enriching people of all backgrounds and beliefs. The SP&O is an equal opportunity employer and does not discriminate in employment based on race, color, religion, sex, gender, national origin, age, disability, or another non-merit factor. All are welcome at the Sacramento Philharmonic & Opera.*