

Position Description

Title:	Opera Theatre and Musical Theatre Associate
Department:	Performance Operations
Reports To:	Managing Director of Opera Theatre and Musical Theatre
Supervises:	N/A
Internal Contacts:	All Administrative Departments, Vocal Arts and Musical Theatre Academic Departments, Students, and Faculty
External Contacts:	Opera Theatre and Musical Theatre Production Management
Employment Status:	Part-Time; Non Exempt

Domains:

- Creates the daily schedule for Opera Theatre and Musical Theatre productions including, but not limited to, scheduling rehearsals, costume fittings, and making room reservations.
- Schedules and monitors departmental auditions.
- Communicates daily with faculty, staff, and students regarding rehearsal scheduling, production promotions, and department updates.
- Assists with creation of programs for theatrical productions, events, and voice master classes.
- Schedules and monitors all Performing Ensemble auditions and the Performance Technique enrollment process.
- Maintains a Performing Ensemble and Performance Technique course database.
- Works closely with the Registrar to manage class conflicts and to 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.
- Performs additional special projects and administrative duties as assigned.

Job Requirements:

- Undergraduate degree in music, performing arts, arts administration, or equivalent professional experience.
- 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, with the ability to proofread and edit.

Job Hours:

- This part-time position follows an academic calendar: August through May.
- General schedule: 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 – Opera Theatre and Musical Theatre
cteichroew@msmny.edu

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