

2022 Festival Season Company Manager Job Posting - October 2021

Description

Berkshire Opera Festival (BOF) - a summer opera festival founded in 2014 by Brian Garman and Jonathon Loy, and based in Great Barrington, MA - is currently accepting applications for a seasonal Company Manager in support of its upcoming 2022 summer festival. Season performances will include one mainstage opera (Mozart's *Don Giovanni*, August 20 - 26), one second-stage opera (*Three Decembers* by Jake Heggie and Gene Scheer, July 21 - 23), and one free community concert (August 10). Full season details will be announced later in late Fall 2021.

Reporting to the Artistic Director and Director of Production, this position serves as the primary point of contact for the Festival's season artists, musicians, and creative teams. Responsibilities include but are not limited to:

- Support out-of-town artists leading up to and during the season by liaising with agents, arranging their housing and travel, and fielding any housing issues or related matters
- Act as both a conduit and buffer between season artists/staff and BOF Department Heads
- Disseminate and collect onboarding materials (welcome packets, HR docs, payroll forms, department manuals, etc.)
- Manage artist/staff reimbursement requests
- Facilitate artist comp and discount ticketing requests with venue box offices
- Manage and track artist travel and housing budgets and provide updates on expenditures
- Miscellaneous communication and administrative assistance, including sending invitations to events, delivering mail and packages, monitoring greenroom supplies, etc.

This is a seasonal, salaried position. On-site presence in the Berkshires region is required late mid-June through August 31 to coincide with the height of Festival preparations and activities. The Company Manager will begin working remotely on a limited basis in Winter 2022 (late Feb - March; exact dates and schedule flexible) for training/onboarding and to book artist housing. The position will transition to full-time beginning June 20 in preparation for the arrival of Festival artists and staff.

Qualifications & Experience Requirements

- Experience working on live music/theater productions, including prior company or stage management experience
- Customer service and/or hospitality experience
- Excellent communication and interpersonal skills
- Budgeting or financial management experience
- Strong knowledge of Google apps (GSuite for Nonprofits), Microsoft Office (especially Excel)
- Experience with data entry, including laser-focused attention to detail and accuracy
- Experience liaising with artists and artists' agents
- Knowledge of the Berkshires region preferred
- A personal vehicle, clean driving record, and valid insurance required
- Interest in opera and/or classical music preferred

Compensation

The position comes with a salary of \$12,000.00 - \$15,000.00 commensurate with experience and residency status. Housing will be provided to non-local applicants during the on-site term of the position as outlined above.

To Apply

Please submit via email a current resume/CV, cover letter, and contact information for 3 professional references to employment@berkshireoperafestival.org. Cover letters may be addressed to Brian Garman, Artistic Director.

BOF is an Equal Opportunity Employer. Applications will be reviewed on a rolling basis. Interviews will commence once an appropriately large and diverse pool of candidates has been identified. No phone calls, please.

About Berkshire Opera Festival

The mission of Berkshire Opera Festival (BOF) is to entertain and enrich the lives of people of all ages and backgrounds throughout the Berkshire region by providing accessible and affordable performances of a broad range of operas with the highest artistic standards. Each summer, BOF presents musically and dramatically compelling operatic productions, in addition to recitals and other related musical events. Adhering to the highest standards of artistic excellence, BOF is committed to restoring fully-staged opera to a place of prominence in the Berkshire community. www.berkshireoperafestival.org