



Artistic Operations Manager

The Operations Department of The Dallas Opera (TDO) is responsible for Artistic Administration and Production elements related to planning and implementing mainstage opera repertory and special events/performances as well as artist development initiatives and digital projects.

The Artistic Operations Manager supports the Artistic Operations Administrator in all elements of artistic administration and serves as the administrative lead for The Dallas Opera Chorus (TDOC), supporting the Chorus Director and Head of Music. This role also works with Orchestra Personnel Manager and serves as the Executive Assistant to the Music Director.

This position reports to the Artistic Operations Administrator and is permanent, full-time, and classified as non-exempt. This position requires work on nights and weekends and may exceed 40 hours per week. On-site work in Dallas, TX is required, but hybrid/remote work is generally acceptable, schedule permitting.

General Administrative Support:

- Keeps detailed records including general filing/record keeping, creating seasonal documentation for archival and future planning purposes, and taking meeting minutes.
- Assists the Artistic Operations Administrator in the creation/dissemination of contracts and solicit artist/vendor financial information for accounts payable.
- Manages and executes principal artist, chorus, and orchestra auditions in collaboration with appropriate TDO staff.
- Assists with digital initiatives including liaising with TDO-hired videographers for asset production, creating call sheets and shoot memos, archiving TDO assets appropriately, and assisting with contracting and distribution of TDO digital assets.

The Dallas Opera Chorus (TDOC)

- In close collaboration with the Chorus Director and Head of Music, oversees comprehensive administrative requirements of TDOC according to TDO's collective bargaining agreement with the American Guild of Musical Artists (AGMA) and TDO best practices. Examples include preparation and distribution of information pertaining to drafting artist contracts, preparation of chorus payroll, schedules and logistics, and general recordkeeping.
- In collaboration with the Artistic Operations Administrator, submits annual chorus budget and support the creation of the TDO Artistic budget as required.
- Manages chorus payroll including creation and submission of weekly payroll spreadsheets, ensures proper withholding and step-ups (health and welfare, dues, seniority, media, etc.), and coordinates pay schedules with TDO Director of Accounting.
- Tracks expenses to ensure chorus activity occurs within the projected season budget.
- Ensures proper chorus representation on all TDO digital and printed materials.
- Serves as primary TDO liaison to third-party children's chorus if engaged for a production.

Orchestra and Executive Assistant to the Music Director:

- Works with the Orchestra Personnel Manager to provide administrative support as required. Examples include assisting with orchestra auditions, seasonal orchestra onboarding, evaluation surveys, and other duties as assigned.
- Serves as the Executive Assistant to the Music Director:
 - Coordinates travel and manages all reimbursement and expense reports.
 - Manages day-to-day calendar, scheduling, correspondence, and special projects for Music Director while in residence.
 - Assists Development team with donor events in relation to the Music Director.
 - Executes personal tasks and duties as assigned by the Music Director with discretion.

Other Considerations

Compensation	\$50,000
Benefits	Benefits include health, dental, and vision insurance, PTO, paid parental leave, sick leave, 403b savings plan with employer matching, complimentary tickets to performances, and professional development opportunities.
Education	Bachelor's degree in Artistic Administration or adjacent field preferred.
Location	Dallas, TX
Supervision	This position does not supervisor others.
Other	Experience with providing administrative support in a performing arts setting and vocal and/or instrumental artists preferred. Must be able to lift up to 30 pounds.

The Dallas Opera values diversity in the workplace and is committed to creating an equitable and inclusive work environment where employees are treated with dignity and respect. The Dallas Opera is an equal opportunity employer and maintains a policy of non-discrimination with all employees and applicants for employment. Applications from populations underrepresented in the arts are strongly encouraged to apply. This position will remain open until it is filled.

The Dallas Opera does not utilize AI for the purposes of hiring and/or recruitment.

To apply, please send a cover letter and résumé to recruitment@dallasopera.org, using the subject line "Artistic Operations Manager." Please send Word or PDF file only. No phone calls, please.