

Associate Production Manager (Seasonal, Full time, Full benefits during dates of employment, Non-exempt)

Reports to: Production/Stage Manager

Classification: FT, seasonal

Position Start Date: August 5, 2024- May 12, 2025

Salary: \$55,000

Fort Worth Opera Association, Inc. (dba Fort Worth Opera) seeks applications for the position of Production Assistant from individuals with experience in theatre production and management. We seek a resourceful Collaborator who will assist the Director of Production in producing high artistic quality opera in the Dallas-Fort Worth Metroplex and throughout the opera world. The ideal candidate will align with our Mission, Values, Purpose and Vision below:

Mission.

The mission of Fort Worth Opera is to enrich people's lives with performances and programs that educate, entertain, inspire, and expand the horizons of current and future audiences.

Values.

Fort Worth Opera is committed to maintaining the highest possible standards of equality; to embracing diversity, giving voice to qualified people of all genders, races, and orientations, on and off the stage; and to transmitting to people of all ages the highest possible standards of fundamental human decency and a civil society.

Purpose.

Fort Worth Opera is committed to producing opera of the highest possible artistic quality and integrity; to identifying and training talented young American singers; to serving as a crucible for creating new American operas; to joining forces with other arts organizations in significant collaborations; and to stimulating curiosity and creativity in people of all ages through its Education Program.

Vision.

Our vision is to bring the communities of Fort Worth and North Texas closer together through inclusive musical experience, to cultivate young singers into the next generation of opera stars, and to be a world-renowned venue for new and innovative operatic works. We seek to bring the world of opera to Fort Worth and represent Fort Worth to the opera world.

THE COMPANY:

Fort Worth Opera is the oldest opera company in Texas, and one of the 14 oldest opera companies in the United States. The organization has received national attention from critics and audiences alike for its artistic excellence, pioneering spirit, and steadfast willingness to take risks. Celebrating its 75th year of operation in 2021, the company has not only performed hundreds of operas in Fort Worth featuring some of opera's greatest stars; it is also known throughout the operatic world as a champion of new and rarely performed works.

With an annual budget of just over \$2.5 million, Fort Worth Opera will begin producing a stagione fall and spring season consisting of three productions (2 traditional mainstage operas and one

contemporary opera). The company also produces other performances throughout the year, including concerts and popup community outreach performances, bringing the art form to the community in unexpected venues, and acquainting new audiences with the joy of opera. Fort Worth Opera also boasts a highly successful opera education program, consisting of The Lesley Resident Artist program and the Children's Opera Theatre, which brings opera to nearly 40,000 school children each year across the state of Texas. The company's outreach efforts bring an operatic experience to people of every age, ethnic, and social group.

#### COMMUNITY:

Located just 20 minutes from Dallas-Fort Worth International Airport, Fort Worth is the 13th largest city in the United States, with a population of just under 900,000. Boasting a thriving arts scene, Fort Worth is home to three major art museums—as well as several galleries and seasonal art festivals—the Fort Worth Symphony, the Texas Ballet Theater, the Van Cliburn International Piano Competition and Cliburn concerts, and of course, the Fort Worth Opera. The city is home to Texas Christian University, a major national university with renowned music and performing arts programs. One of the crown jewels of Fort Worth is its vibrant downtown, home to the breathtaking Bass Performance Hall where Fort Worth Opera performs its mainstage productions. Opened in 1998 and encompassing a full city block, the 2,042-seat performance hall provides an unparalleled experience for performers and audiences alike.

#### POSITION DESCRIPTION:

The Assistant Production Manager will work closely with the Production/Stage Manager in the technical implementation of Fort Worth Opera's Mainstage productions (2-3 yearly at Bass Hall and alternative venues) and the Director of Education and Community Engagement for all COT related productions. This hands-on role will be integral in pre-residency preparations for personnel and equipment in the months before each production. As each production approaches, the APM will be involved in the daily needs of executing and implementing high quality productions and performances. Efforts will primarily include main stage seasonal performances and secondarily to support Children's Opera Theatre; Resident Artists and fundraising events and performances.

Primary responsibilities include managing personnel and equipment needs for current season productions in a safe, orderly and efficient manner and in keeping with the overall mission of the Company. Secondary responsibilities include warehouse management. The APM will be committed to maintaining the high artistic standards of the design and production teams and to early, efficient, and thorough communication with those teams.

- Assist Production/Stage Manager in all functions as assigned. Serve as principal production staff in the absence of the Production/Stage Manager.
- Serve as either Assistant Stage Manager or Stage Manager on mainstage productions as assigned by Production/Stage Manager, including rehearsals and performances.
- Assist with preparing and documenting all technical equipment required for upcoming productions.
- Lead in support of Children's Opera Theater productions directly with the Director of Children's Opera Theater.
- Source, contract and schedule tuning and moving of all rehearsal and performance pianos.

- Assist with contracting rental sets/costumes/props/projection and other production needs such as genie lifts, chain motors etc.
- Assist with developing crew needs for smaller non-BPH venues.
- Assist with orchestral rehearsal setup, technical rehearsals and performances
- Manage Warehouse facilities under the supervision of the Production/Stage Manager.
- Track inventory and maintain company lighting and audio inventory
- Attend Fort Worth Opera Staff meetings and hold regular in-person office hours as determined by Production/Stage Manager.
- Maintain and manage service of company-owned vehicles.
- Other duties as assigned

#### Inter-Departmental Needs

- Will provide general production/technical support for company events and activities as determined by the Production/Stage Manager.

#### SKILLS:

- Experience and understanding of: set and prop construction and rigging; lighting and video projection; sound reinforcement; and costuming.
- Training and understanding of safe practices for the theatre environment.
- Training and understanding of basic scenery, props, costumes, lighting, video projection, and sound designs and implementations.
- Strong organizational, communication, and interpersonal skills.
- The ability to stay flexible and solution-oriented within fast-paced and ever-changing environments and personalities.
- The ability to maintain an inventory.
- Comprehensive skills in reading and interpreting design and build drawings and renderings.
- Willingness and ability to work within rigorous and demanding time schedules, including morning, evening, and weekend hours.
- Willingness and ability to work with a variety of different personalities and skill levels.
- Strong computer skills, including knowledge of Microsoft Excel and Word.
- Understanding of building construction, a plus.
- Valid Driver's License.
- The ability to drive and operate a 26' box truck..

#### PHYSICAL STANDARDS:

This position involves work with lifting or moving of up to 50 pounds, The position requires ability to use computer equipment, manual dexterity, and the ability to communicate verbally and in written word. This position sometimes requires long hours and a flexible work schedule. Requires the ability to drive box truck as needed.

#### HOW TO APPLY:

For priority consideration, please send a cover letter, a current resume, and contact information for three professional references to Kurt Howard at [kurt@fwopera.org](mailto:kurt@fwopera.org).

EQUAL OPPORTUNITY EMPLOYER:

BIPOC applicants are encouraged to apply. Fort Worth Opera does not discriminate on the basis of national origin, race, religious belief, gender, gender identity or expression, sexual orientation or disability in admission or access to, or employment in, its programs and activities.