

Job Title: Director of Children's Opera Theater and Community Engagement

Location: Fort Worth, Texas

Status: Exempt (full time with benefits), Hybrid work structure

Salary: \$70,000 annually

Reports To: General Director

Position Summary: The Fort Worth Opera (FWO) is seeking a passionate and experienced Director of Children's Opera Theater (COT) and Community Engagement (CE). This dynamic individual will be responsible for developing, managing, and promoting COT's programming and CE initiatives. This position also requires an ability to successfully leverage internal resources. The Director works closely with all departments. The Director will play a key role in fostering a love of opera among young audiences, deepening the company's relationship with the community, and promoting the company's mission statement. Our mission statement is to enrich people's lives with performances and programs that educate, entertain, inspire, and expand the horizons of current and future audiences.

Key Responsibilities:

Children's Opera Theater:

- Develop and implement engaging opera programs for children and young audiences.
- Collaborate with composers, directors, educators, and performers to create original children's opera productions.
- Develop and monitor budgets related to COT/CE.
- Oversee auditions, rehearsals, and performances of COT productions.
- Ensure high artistic standards and educational value in all children's programming.
- With the COT Production and CE Assistant, work to coordinate with schools, community centers, and other organizations to book children's opera programs.
- Work with the COT Production and CE Assistant to design and implement educational materials and activities to enhance the learning experience for young audiences.
- Work with the General Director to coordinate short- and long-term planning for this department.

- Work closely with Marketing and Development departments to promote effective dialogue so that appropriate philanthropic support and audience development opportunities are identified and maximized.

Community Engagement:

- Develop and manage community outreach programs to promote opera and the arts.
- Foster partnerships with local schools, community organizations, and cultural institutions.
- Plan and execute events, workshops, and initiatives that engage diverse audiences.
- Work closely with the marketing and development teams to secure funding and promote Community Engagement activities.

Administrative and Production:

- Develop and manage budgets for COT/CE programs.
- Track and report on program metrics and outcomes.
- Manage the Hattie Mae Lesley Resident Artists.
 - Assist with selection process
 - With the assistance of the COT/CE team, complete onboarding process, including creating LOAs (Letter of Agency), HR documents, and distributing all music.
 - Maintain calendar which includes all COT, Community Engagement, and special event performances.
 - Engage vocal coaches, music professionals, creatives, and vocal teachers to enhance training for the resident artists.
- Create LOAs for work for hire contractors involved in COT/CE performances, obtain any HR documentation required to complete their file, and request payment
- Collaborate with the Production Department and manage the COT staff to fully produce family friendly/school appropriate operas.
 - Hire design team (Complete all contracting, HR, and onboarding process)
 - Oversee every aspect of the production.
 - Provide other departments with the necessary materials; Marketing, Development, Finance, etc.
 - Find location for rehearsals.
 - Find locations for the performances (schools, community centers, etc.).
 - Create and execute contracts between FWO and venues
 - Create LOA and oversee full payment for royalties for all COT performances.
- Supervise and mentor COT staff, interns, and volunteers involved in COT/CE activities.
- Stay informed about trends and best practices in arts education and community engagement.

Work Environment:

- The position is hybrid with in-office hours as determined by supervisor. Out of the office, on-site work is required for COT/CE activities, site/venue inspection, performances, and community events. Working in-office is encouraged for tasks requiring high interdepartmental collaboration.

Qualifications:

- Bachelor's degree in music, Arts Administration, Education, or a related field.
- Minimum of 3 years of experience in arts education, opera production, or community engagement.
- Strong knowledge of opera and the performing arts.
- Experience working with children and diverse communities.
- Excellent communication, organizational, and project management skills.
- Ability to work independently and as part of a team.
- Passion for opera and commitment to FWO's mission of enriching lives through opera.

Preferred Qualifications:

- Experience in grant writing and fundraising.
- Bilingual in English and Spanish.
- Familiarity with Microsoft Outlook

To Apply: Interested candidates should submit a resume, cover letter, and three professional references to Angela Turner Wilson, General and Artistic Director, at jobs@fwopera.org.

Application Deadline: Applications will be accepted until the position is filled.

Fort Worth Opera is an equal opportunity employer and encourages applicants from diverse backgrounds to apply. We celebrate diversity and are committed to creating an inclusive environment for all employees.