

ORCHESTRA MANAGER

The Dallas Opera (TDO) is a world-class performing arts organization based in the Dallas Arts District in Dallas, TX, renowned for our outstanding mainstage and chamber opera productions. With a reputation for artistic excellence, innovation, and community impact, TDO plays a vital role in the cultural landscape of the Dallas-Fort Worth Metroplex and the international opera scene.

The Orchestra Manager is an integral member of the Operations Team who provides administrative support and representation of all orchestra personnel from auditions and contracting, to performances, and beyond. This role also ensures that all rehearsals and performances are in compliance with established collective bargaining agreements. This position is full-time, annual, exempt, and reports to the Chorus Director & Head of Music, and works closely with The Mrs. Eugene McDermott Music Director, Orchestra Librarian, and the Operations department.

Responsibilities

Specific duties include, but are not limited to:

Auditions and Contracting

- Manage the audition process for new core players including advertising positions in accordance with the AFM Collective Bargaining Agreement (CBA); securing candidate requirements; crafting audition schedules and music selections; communicating with candidates; and executing audition and managing logistics on day of audition
- Maintain a roster and hire extra and substitute players
- Assist in preparation of individual musician contracts for all events

Rehearsal and Performance Management

- Research instrumentation needs of each production or concert
- Provide the Operations Planning Administrator with input on the orchestra rehearsal schedule
- Draw and amend banda and pit plots utilizing software
- Ensure orchestra compliance with AFM CBA during rehearsals and performances (e.g. start time, breaks, temperature) and work proactively to resolve challenges
- Assist with pit set-up, load-ins/outs and monitor player request for playing room, sight

lines etc.

- Consult with stage management for Banda placement and rehearsal timings
- Procure rental instruments (celeste, wind machine, harpsichord, etc.)

Personnel Management

Provides personnel management to the orchestra, including:

- Maintain detailed attendance records and reports and advise on both pre-arranged and unexpected absences
- As directed, implement appropriate disciplinary measures pertaining to absences, tardiness, and other misconduct
- Prepare payroll and track adjustments, including doubling, extra services, and overtime, to submit to Management for timely processing
- Collaborate with Management for additional orchestra payments according to the CBA (e.g. Pension and Health & Welfare, media projects, etc.)
- Research and budget special projects as requested by Management
- Schedule and attend orchestra tenure meetings
- Monitor dress rehearsal pass allocations

As the business evolves, so may this role. These duties may change as The Dallas Opera's leadership identifies the need at any time.

Candidate Qualities

- A minimum of 5 years of prior orchestra personnel and production administrative experience or a combination of relevant education, training, and experience.
- Thorough knowledge of opera/orchestral repertoire and instrumentation
- Excellent communication skills, both oral and written
- Strong aptitude for handling personnel situations with an eye towards collaborative and respectful problem solving
- Must work all orchestra services, including nights and weekends

Other Considerations

Compensation \$50,000, dependent on experience

Benefits Comprehensive benefits package designed to support the well-being and long-term success of our employees including medical, dental, and vision insurance, generous PTO, paid parental leave, dedicated sick leave, 403b retirement savings plan with employer matching, complimentary tickets to performances, and personalized professional development opportunities.

Education	Bachelor's degree in related field preferred but not required.
Location	Dallas, TX
Travel	No

See yourself at the opera! 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. To apply, please send a cover letter and résumé to recruitment@dallasopera.org, using the subject line "Orchestra Manager." Please send Word or PDF file only. No phone calls, please.

