

AOTVA Company Manager

The Company Manager of the Aspen Opera Theater & VocalARTS (AOTVA) manages the general administrative operation of the AOTVA program at the Aspen Music Festival & School (AMFS). The AOTVA program is under the co-artistic direction of Renée Fleming and Patrick Summers. The upcoming season will utilize the AMFS orchestras, the 2,050 seat Benedict Music Tent, and Historic Wheeler Opera House throughout an encompassing 8-week summer season. The Company Manager works in conjunction with the Production Manager to lead the administrative and production staff of the AOTVA program.

Responsibilities:

- Oversee AOTVA calendar, including student schedules, rehearsal schedules, and tech schedules created by the Program Administrator, Stage Manager, and Production Manager.
- Track and update AOTVA program budgets.
- Attend weekly AMFS Operations meetings to coordinate with other members of the AMFS Operations team; lead weekly meetings with AOTVA administrative and production staff; meet regularly with AMFS administration to report on progress, status, and updates.
- Work closely with the Artistic Directors of the AOTVA program to ensure that the artistic expectations and vision for the program are executed effectively, with emphasis placed on the artistic quality of the company.
- In conjunction with the Production Manager, balance the vision of the designers, directors, and artistic staff with budgetary and operational constraints, by managing the scale and complexity of productions to ensure financially viable productions.
- Act as a primary liaison between Wheeler Opera House staff and AMFS staff.
- Supervise AOTVA administrative staff members; assist with recruitment and hiring of AOTVA program staff members for the summer season; plan and implement training for AOTVA staff in consultation with the Director of Operations.

Requirements:

- 3-5 years of related experience in production management, company management, or technical direction in opera, theater, or classical music.
- Significant experience managing administrative staff, interfacing with venue and facilities staff, and successfully working within budget and staffing constraints.
- Ability to lead, organize, motivate, problem solve, delegate, follow-up, and communicate effectively.
- Demonstrate sensitivity to the needs of artistic staff and student performers.
- A strong background in interpersonal skills with an ability to prioritize needs of musicians, managers, and seasonal staff.

Dates:

Pre-season remote work: December, 2022 – June, 2023

In-Person: June 5, 2023 – August 22, 2023

Compensation:

Hourly preseason remote work: \$30/hour for approximately 10-15 hours per week

In-person work: \$1,250/week

Benefits include summer housing, AMFS season pass, and paid sick time.

Application Procedure:

Please send a cover letter and resume to Kate Northfield Lanich: knorthfieldlanich@aspenmusic.org.

Hiring Timeline:

Applications will begin being reviewed immediately. Application to remain open until position filled.