

SEATTLE OPERA.

JOB TITLE: Artistic Department Fellow

DEPARTMENT: Artistic Department

SCOPE: The Artistic Department Fellow will assist with planning (artistic and schedule), budgeting, and execution of all aspects of the Artistic department. Within this larger scope the position will support tasks from contract preparation to budgeting updates, music administration, visa preparation and company management needs, and possibly assisting stage management during productions.

PRINCIPAL ACCOUNTABILITIES:

- Learn about casting and assist in research.
- Assist with Company Management needs (e.g., visa research, hotel and flight bookings).
- Assist in preparation of all contracts.
- Serve as administrative support for Associate Director of Artistic planning and Director of Artistic Administration and Planning.
- Learn and assist with union communications and learn about union process and negotiations.
- May serve as production assistant as needed.
- Assist in calendar preparation and updates.
- Assist in budget preparation and forecasts.
- Assist with music administration as needed.
- Attend and take note for all planning meetings.

RESPONSIBILITY AND AUTHORITY: Reports to Director of Artistic Administration and Planning. Contributes to department objectives requiring a good deal of initiative, accuracy, and reliability.

SPECIAL REQUIREMENTS: Must be able to work evenings and weekends as required. Access to transportation required.

FLSA DESIGNATION: Non-Exempt