

# Minnesota OPERA

**Title:** Head of Music  
**Department:** Artistic  
**Reports to:** Artistic Director  
**Supervises:** Music staff, Studio Artists  
**Classification:** Full-time, exempt  
**Salary:** Commensurate with experience plus benefits (paid vacation, sick days, health, dental, flex spending, life/disability insurance, 403B)  
**Start Date:** January 1, 2017 (flexible)

**Function:** This position oversees the musical preparation of all mainstage productions and execution of all musical activities. This position also assists with the selection process of the Resident Artists as well as managing their development.

## **Primary Responsibilities:**

- Oversees musical preparation for all mainstage productions, including playing staging rehearsals as needed
- Oversees the quality of musical preparation and execution of all mainstage activities
- Prepares the Opera Chorus or oversees and mentors the chorus preparation by guest chorus master, or the Resident Artist conductor
- Prepares the chorus parts
- Participates in the annual chorus auditions; chooses personnel and advises Artistic Director in the selection of the secondary roles
- Coordinates the selection of Resident Artists with Artistic Department, including the application process and pre-screening
- Coordinates the musical and linguistic development of the Resident Artists, including helping select guest faculty and arranging master classes
- Serves as Principal coach for the Resident Artists for both main stage repertoire and audition/concert repertoire
- Serves as Principal Coach for principal artists as needed

## **Additional Responsibilities:**

- Establishes cuts, editions, and musical changes for each production, in conjunction with the Artistic Director, Conductors, and Directors
- Attends theater rehearsals to serve as an ear for balance and sound issues
- Oversees consistency and identifies areas for improvement in the orchestra and chorus
- Oversees distribution of rehearsal notes from Maestro in rehearsal room and in the theater
- Offers master classes for the Resident Artists that focus on audition repertoire and style, and language

- Assists with season planning, budgeting, staffing, casting, training, and execution of artistic department goals
- Coaches the Resident Artist pianists and conductors in matter of style, rehearsal and piano reduction technique, and repertoire expansion
- Coordinates with the Artistic Director and Director for Artistic Planning and Relations regarding the musical development of the Resident Artists
- Oversees and coordinates the music staff regarding coaching, rehearsal playing, rehearsal conducting, chorus rehearsals, library work and special events
- Participates in various educational, outreach and community activities as assigned by the Artistic Director including but not limited to opera lectures, adult education classes, development and marketing events and Opera Insights
- Mentors Resident Artist pianists throughout season of performances
- Maintains list of local coaches/pianists for events
- Occasionally gives reports and updates to the Board of Directors
- Assists the Orchestra Librarian in distributing and maintaining orchestra parts
- Plays for mainstage auditions
- Speaks at ancillary cultivation or performance related events as requested
- Works in conjunction with Artistic Director, Marketing, and Development to schedule appropriate performance opportunities for Resident Artists
- Assists Development with donor cultivation when requested

#### **Qualifications:**

- Proficiency in Microsoft Office Suite required; experience with various database programs helpful
- Excellent oral and written communication skills necessary
- Strong attention to detail, creativity, and logic
- Ability to establish priorities and to plan and monitor own work plan
- Ability to prioritize, multi-task, and work independently and in cross-departmental teams in a fast-paced, deadline-driven environment
- Master's degree in collaborative piano or equivalent preferred
- Demonstrated success in professional environment of opera coaching and arts administration
- Valid driver's license required

#### **To Apply:**

Please send cover letter, resume, and three references by November 15, 2016 to [employment@mnopera.org](mailto:employment@mnopera.org)

**Minnesota Opera is an AA/EOE Employer**