



Position Details

Title:	Education Coordinator
Department:	Education
Supervisor:	Director of Education & Community Programs
Status:	Part-Time Employee

Mission

Opera Carolina's mission is to elevate the quality of life throughout our region's diverse communities through excellent presentation of opera, education, and community programs.

Education Department Philosophy

Our educational engagement prioritizes using the arts as a vehicle for creating understandings, both shared and individual, and pertaining to classroom curriculum, the community, and of the self.

Education Department Vision

We envision programming and engagement that provides access to the arts and education by alleviating barriers to participation and understanding; and engagement that is responsive to the needs of our community.

Summary

The Education Coordinator supports the Director of Education & Community Programs with the department's programming, with a primary focus on the administration and management of the *Opera Xpress*, *Student Night at the Opera* and *Opera Carolina Academy* programs.

The Coordinator will also collaborate with the marketing team in target marketing and communications for the programs mentioned. Working under the supervision of the Director of Education & Community Programs, the Coordinator will actively engage in not only program management and collaborative marketing, but also community relations through Opera Carolina's education programs.

Principal Duties and Responsibilities

Principal Duties and Responsibilities are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties, and skills required of the person.

Opera Xpress and Residencies (70% time allocated)

- Administer and manage programs logistics, marketing, bookings, and performances
- Coordinate Family Operas, including dates, locations, RSVPs, and on-site management
- Aid in scheduling and implementation of music and staging rehearsals and production of Opera Xpress production
- Facilitate communication and support with partner schools and venues
- Collect data and evaluation from partners
- Manage artists scheduling, substitutions, and payment for performances
- Manage collection of payment from clients
- Build and maintain roster of partner schools, potential partner schools, and data

- Analyze and identify trends and set strategies for improving engagement
- Make performance visits as able

Student Night at the Opera & Opera Carolina Academy (30% time allocated)

Student Night

- Identify and implement targeted marketing to increase participation
- Manage group sales and group seating
- Assist with on-site management

Academy

- Manage recruitment and audition marketing and logistics
- Assist in Chorus and Workshop on-site logistics
- Manage communications with Academy students and families

General

- Assist with Grand Opera productions, Opera Unlimited performances, and other company events and initiatives as required and appropriate

Compensation

This position will be part-time, consisting of 20-25 hours per week and will be compensated at a rate of \$15-\$17 per hour.

To Apply

Please send a cover letter and resume to Education@operacarolina.org by January 15, 2022.