

OPERA ATELIER

timeless

Opera Atelier is North America's premier period opera/ballet company, producing opera and ballet from the 17th, 18th, and 19th centuries. While drawing upon the aesthetics and ideals of the period, Opera Atelier goes beyond "reconstruction" and infuses each production with an inventive theatricality that resonates with modern audiences. Led by founding artistic directors Marshall Pynkoski and Jeannette Lajeunesse Zingg since 1985, Opera Atelier has garnered acclaim for its performances at home as well as in the United States, Europe and Asia. Opera Atelier is dedicated to the education of youth and young artists, and offers a robust slate of education, enrichment and outreach opportunities to engage audience members of all ages.

www.operaatelier.com

Position: Tour Manager

Reports to: Production Manager

Please note this is a short-term contract position, part-time flexible May to Oct 2018, full-time Nov 1 to Dec 4, 2018, with follow-up reporting required Dec 2018.

Working closely with the Production Manager, the Tour Manager assumes principal responsibility for the success of two international tours, including travel and accommodation planning and scheduling, budget tracking, traveling with and managing the group on tour, and post-tour reporting. The Tour Manager coordinates travel arrangements for all members of the company, including Opera Atelier staff, artists, designers, and Tafelmusik musicians – approximately eighty people. This includes: booking flights and hotels; coordinating with the presenters; procuring work permits; coordinating travel to and from the airport and performance venues; developing an itinerary; producing daily schedules; troubleshooting any issues on tour; working in collaboration with Stage Management and Production staff; maintaining adherence to CAEA, TMA, and other relevant agreements; and ensuring the company has access to information regarding essential services and local amenities for touring locations. The Tour Manager travels with the company to all touring venues and is on call 24/7 for the duration of the tour.

Part-time flexible hours will begin early May until late October. However, hours will increase beginning October. Opera Atelier will be mounting an initial production at the Elgin Theatre in Toronto. Rehearsals begin Monday, October 1st. The show runs in Toronto October 25 - November 3. The company travels to the Harris Theater in Chicago, Illinois from November 12 - November 17, and to the Château de Versailles Spectacles in France from November 24 - December 3.

DUTIES AND RESPONSIBILITIES

Travel Coordination Preplanning:

- Ensure touring costs fit within the given budgetary restrictions and accurately track all expenses.
- Connect with presenting venues, who may assist with touring logistics as per their individualized agreements with Opera Atelier.
- Collect relevant personal information from company members and maintain strict standards of confidentiality.
- Procure appropriate work permits for travel to the USA and France as needed, in collaboration with the presenters.
- Make contact with the Consulate General of France.
- Book flights and accommodations for company members, including international artists, in collaboration with Opera Atelier's travel agency.
- Plan orchestra cargo for musicians travelling with their own instruments.
- Develop travel itineraries.
- Disseminate relevant information to company members. This includes creating CAEA approved touring booklets.
- Maintain adherence to CAEA, TMA, and other relevant agreements;

Travel Coordination Active:

- Travel with artists to tour cities and ensure all company members arrive at the appropriate locations.
- Assist artists with checking in and out of their accommodations.
- Connect with the presenting partners.
- Track and accurately report petty cash used for touring expenses.
- Be present at the theatre and hotel in order to stay updated.
- Coordinate with Stage Management to produce daily schedules that follow CAEA standards.
- Meet daily with the Director and manage his correspondence.
- Respond to concerns as they arise (example: travel delays or performer illness).
- Communicate with company as needed.

Travel Coordination Conclusion:

- Reconcile travel expenses.
- Archive touring information.
- Create touring report outlining organizational systems and areas of improvement.

Other Duties:

- Other tour-related duties that may arise, as required.

QUALIFICATIONS AND REQUIRED SKILLS

- University or college degree in theatre preferred.

- 3 to 5 years of experience in professional performing arts, preferably in an administrative capacity.
- Experience as a tour or company manager.
- Thorough understanding of the CAEA Opera Producers Agreement.
- Competency in Microsoft Office programs.
- French language skills preferred.
- Detail-oriented and highly organized with the ability to multi-task.
- Strong initiative and self-motivation with excellent problem-solving skills.
- Ability to be on call for long hours during peak periods.
- Calm and collected demeanour even in high pressure situations.
- Proven diplomacy when working with multiple stakeholders.

ADDITIONAL INFORMATION

Salary: \$10,000 contract fee. You are responsible for remitting all applicable taxes and levies on this income.

Opera Atelier is committed to ensuring that members of equity seeking communities have equitable access to employment. We are committed to maintaining an environment where all individuals are treated with dignity and respect and are free from all forms of discriminatory treatment, behaviour or practice.

Interested candidates are invited to submit a resume, cover letter, and a list of references *by email only*. Application deadline is May 6, 2018. Please apply to:

Zach Bruman
Production Manager
Opera Atelier
zach.bruman@operaatelier.com

We thank all applicants for their interest in Opera Atelier. Only those chosen for an interview will be contacted.