



## **Job Description: Artistic Director**

Working in collaboration with the Skylark Opera Theatre Board of Directors, the Artistic Director oversees artistic operations directly related to Skylark Opera Theatre productions and programs and plans and manages their budgets. The Artistic director plans repertoire for major productions, oversees auditions and chooses singing artists, conductors, directors and designers that will meet Skylark Opera Theatre's mission to provide Minnesota audiences with the highest artistic quality, accessible performances of opera and music theater while highlighting and developing the finest local and regional talent. Skylark Opera Theatre respects the values of equity, diversity and inclusion in productions, performers, venues and audiences.

### Mission Vision Responsibilities

- Implement Skylark's overall artistic vision
- Re-imagine contexts around opera or music theater in collaboration with an artistic team
- Plan out two major, annual opera/music theatre productions (spring/fall) one year in advance and present to the Skylark Opera Theatre Board of Directors for discussion and approval
- Maintain the overall vision for and intention of each production, and have a strong understanding of the staging, story, music, and script
- Identify and foster local community talent
  - Meet with academic/artistic company leaders to describe Skylark projects or production, type of talent needed, time commitment required, and other details

### Administrative and Fiduciary Responsibilities

- Attend monthly Skylark Board of Director meetings when requested by the President of the Board of Directors
- Attend ad hoc meetings at the request of the President for which the input from the Artistic Director is necessary
- Assist and support Skylark Opera Theatre's Board of Directors in fundraising efforts

### Management Responsibilities

- Propose to the Board of Directors, and manage the budget for all Skylark productions; present budgets to the Board with sufficient lead time to allow for insertion into the Board meeting agenda for timely review and approval
- Provide job descriptions and hierarchy for design/production/front-of-house/stage directors
- Organize and conduct auditions for cast members of productions
- Manage venue preparations for each Skylark performance:
  - Select specific staging locations
  - Meet with venue personnel to discuss production needs, marketing, and front-of-house responsibilities
- Manage contractors responsible for stage direction, stage management, musical direction, and set, prop, and costume design and construction. Facilitate coordination between these separate entities and set deadlines.
- Arrange audio/video recordings for rehearsal processes as necessary
- Provide a post-production follow-up to the Skylark Board of Directors for final reports to sponsors, grantors, and partners

### Communication and Promotion Responsibilities

- Serve as the main contact person for all aspects of major productions and programs
  - Act as a spokesperson for Skylark Opera Theatre's artistic purpose via speaking engagements, public and social appearances, donor and sponsor recruitment and at fundraising events
  - Conduct media interviews as necessary
- Proofread written production materials and offer input into other media promotional materials
- Develop working relationships with other cultural organizations by participating in meetings and joint activities that meet Skylark's mission and values.
- Foster relationships with community leaders and educational connections to promote Skylark brand

### Additional Responsibilities

The Artistic Director can serve as a member of the artistic staff (e.g., stage or music director) for a Skylark Opera Theatre production under separate contract. If so, the Artistic Director assumes the roles and responsibilities identified in the job description of the artistic staff position.