



COMMUNITY ENGAGEMENT MANAGER

Seattle Opera is accepting applications for the position of Community Engagement Manager. This full-time salaried position reports to the Director of Programs & Partnerships. We are looking forward to the selected candidate starting in this role around July 1, 2018.

SEATTLE OPERA'S MISSION

By drawing our community together and by offering opera's unique fusion of music and drama, we create life-enhancing experiences that speak deeply to people's hearts and minds.

Reaching approximately 70,000 people per year, Seattle Opera's Programs & Partnerships department enhances the company's mainstage productions and extends the company's civic impact by providing a relevant cultural service to communities throughout Washington State. Through these programs and services, Seattle Opera serves communities for whom opera has been largely irrelevant or inaccessible; collaborates with cultural and community service organizations throughout the region; and advances the development of opera, providing a variety of ways for the art form of opera to resonate with people of diverse backgrounds, ethnicities, ages, and interests. These programs are generally designed to engage individuals, families, and groups in discovering and exploring the many facets of opera by reflecting and inspiring creativity, fostering lifelong learning, providing multiple entry points to the world of opera, and facilitating meaningful dialogue.

SCOPE AND PRINCIPAL ACCOUNTABILITIES

The Community Engagement Manager is responsible for cultivating Seattle Opera's relationships with the community by developing and supervising the implementation of community engagement initiatives, patron enrichment, and continuing education offerings. The Community Engagement Manager will be responsible for guiding growth for existing programs and spearheading new initiatives that respond to our community's needs, fulfilling elements of Seattle Opera's mission and strategic plan. The ideal individual will possess a strong command of the art form of opera – including its history, its evolution to date, commissioning, and producing. This individual will also explore how opera in the 21st century can be malleable in order to serve the function of community-building in and

through the arts and how Seattle Opera, a white-led organization, can respectfully expand our service to – and our partnership with – the culturally diverse Puget Sound Region.

The Community Engagement Manager will demonstrate initiative, a collaborative spirit, excellent written and verbal communication skills, and the ability to handle multiple programs and projects of varying natures simultaneously. Success in this role requires someone who is imaginative, highly motivated and who can work in a self-directed manner.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Create, manage, coordinate and oversee Seattle Opera's community engagement efforts.
- Serve as Seattle Opera's liaison to the greater Seattle multicultural community
- In partnership with Director of Programs & Partnerships, cultivate participants and provide logistic support for Seattle Opera's Community Advisory Board.
- With input from the Community Advisory Board, research and propose programs and strategies to broaden and strengthen community support for Seattle Opera.
- Manage and administer collaborative projects and partnerships with community-based organizations.
- Oversee budgetary and financial matters pertaining to program portfolio.
- Oversee administrative support staff and volunteers as necessary on a per project basis.
- Coordinate and communicate Seattle Opera's efforts and needs with other Seattle Opera departments.
- Contribute logistical support to the Equity Team, Seattle Opera's internal group of employees dedicated to identifying ways to move our company forward in the areas of Equity, Diversity, and Inclusion.
- Coordinate with Development Department in the research and identification of financial support for Seattle Opera community programs.
- Research, propose and oversee the implementation of strategies to engage the business community in developing and supporting community projects and collaborative Seattle Opera projects.
- Coordinate with Programs & Partnerships team members and Seattle Opera's Marketing & Communications team to design, implement and maintain a media relations campaign and web-based materials.
- In conjunction with Seattle Opera's Artistic Planning department, provide logistic support for our patron enrichment programs, such as Pre-performance Talks, Exhibits, and Post-show Talkbacks.
- Communicate mission and goals of programming to stakeholders and community partners.
- Perform other duties as assigned.

QUALIFICATIONS

- A college degree required with a college degree in music preferred.
- At least three years' experience working in non-profit administration.
- Knowledge of opera, performing arts and arts education.
- Exceptional writing and communication skills.
- Fundamental curiosity about demographics, history, communities of color, and the impact of structural racism on the fine and performing arts.
- Ability to collaborate and to be flexible.
- Ability to work independently and to be part of a larger team on complex tasks with minimal supervision.
- Ability to possess knowledge of and sensitivity to issues of equity, diversity, and inclusion.
- Commitment to the mission of Seattle Opera.
- Reliable transportation, ability and willingness to drive long distances (~5 hours), and a valid driver license.
- Ability to lift 30 lbs. with or without assistance.

CONTACT

Qualified candidates are invited to submit a cover letter and resume. Attn: Community Engagement Manager, 1020 John Street, Seattle, WA 98109 or e-mail jobs@seattleopera.org. No phone calls, please.