

## **Associate Artistic Director - College Light Opera Company (CLOC)**

**This is a year-round position split full time and part time as follows:**

- Full Time/Onsite - May through August (room and board provided on campus)
- Part Time/Offsite – September through April

Category: Artistic Staff

Location: Falmouth, Massachusetts (Cape Cod)

Position: Associate Artistic Director

Deadline: Jan 31, 2019

Resume and cover letter: [apply@collegelightoperacompany.com](mailto:apply@collegelightoperacompany.com)

### **Job Description**

Reporting to the Executive and Artistic Director, the Associate Artistic Director assists in recruiting, screening and hiring candidates for the Vocal Company, Orchestra, Music Staff and Artistic Staff. Consults with Executive and Artistic Director on Season Selection and Planning. Works with General Manager to acquire and distribute appropriate materials to Vocal Company, Orchestra and Senior Music Staff and creative teams. Coordinates hiring of musicians outside of the standard orchestra as required. Coordinates instrument and sound equipment rental as necessary. Assists in coordinating daily rehearsal schedule, attends and assists in rehearsal as needed. Serves as Stage or Music Director for two shows within the nine show season.

### **Duties**

- Prepare, manage and monitor musical budgets with the General Manager to ensure accurate expenditures and adherence to stage management, musical and orchestra budget lines.
- Coordinate and maintain the rehearsal schedule for each show of a nine show season
- Recruit and supervise music related staff
- Ensure all musical personnel are well trained, all rehearsal activities in the vocal company and orchestra are handled in a safe and responsible manner
- Serve as a rehearsal coach for the Vocal Company as needed
- Work with designers, directors, music directors and production staff to ensure that all productions are realized to the highest artistic standard within the constraints of CLOC's schedules and budget
- Participate in rehearsals as needed
- Serve as the CLOC Music Librarian

## **REQUIRED SKILLS and QUALIFICATIONS**

### **Requirements**

- A thorough knowledge of the methods, practices and techniques used in the creation of stage musicals and light opera using a live orchestra
- Knowledge of the history of musicals and light opera
- Experience working with and coaching singers and orchestra members
- Able to handle multiple tasks with accuracy and establish and meet deadlines in a timely manner
- High professional standards with acute attention to details

- Exceptional mentoring, communication and collaborative skills with a demonstrated ability to lead and motivate people

## **Qualifications**

- MM or equivalent experience, with a specialization in music theatre and light opera and a passion for working with young people
- Two to five years experience working as a Stage Director, Conductor and/or Musical Director in an academic, summer stock or independent theatre context
- Valid Driver's License
- Keyboard Programming experience an asset
- Orchestration/Music publishing Skills an asset
- Experience teaching/mentoring in an Academic Institution is an asset
- Experience in one or two week summer stock theatre is an asset

## **Additional Information**

The College Light Opera Company is an equal opportunity employer and encourages applications from all qualified candidates.

Start date (Offsite) in February 2019, resuming September 2019. Part time hours negotiable.

Start date (Onsite) negotiable date in May 2019 through August 31, 2019.

**Salary:** Salary is competitive and will be commensurate with experience.

**About: The College Light Opera Company** is an independent not-for-profit educational theatre, providing a community in which young artists have the opportunity to practice and perfect their art in a supportive and nurturing environment. CLOC is the largest resident theatre company in the United States. Located in picturesque Falmouth on Cape Cod, Massachusetts, the company performs at the historic Highfield Theatre , producing nine operettas and musicals each season. CLOC is one of the only summer theatres still performing with a full pit orchestra.

Founded in 1969, the company consists of 32 talented singers, a fine 18-piece orchestra, 13 dedicated technicians, 2 box office representatives, 2 accompanists, 2 associate conductors, a choreographer, a stage manager, a co-op work director, a chef, a business manager, a marketing director and a bullpen of professional directors and conductors; all of whom spend the summer working in a professional atmosphere free of other academic responsibilities.

The Company is selected annually from applicants studying theatre or music from across the country and around the world. The members of the Company are dedicated to refining their craft under the guidance of a trained professional staff.

RESUME AND COVER LETTER TO: [apply@collegelightoperacompany.com](mailto:apply@collegelightoperacompany.com)