ASSOCIATE PRODUCER (Part-time)
The American Opera Project (AOP) is accepting applications for the position of Associate Producer (AP). This hourly position reports to the General Director and Artistic Director.

ABOUT THE AMERICAN OPERA PROJECT (AOP)
Founded in 1988 and located in the cultural hub of Brooklyn, New York, AOP is at the forefront of the contemporary opera movement through its commissioning, developing, and producing of opera and lyric theater projects, training programs for student and emerging composers and librettists, and community engagement.

AOP is an experimentation in storytelling with the central premise that each life is an operatic story waiting to be told - and each telling of that story is an operatic experience waiting to happen. We are a home for artists to learn, experiment, and create. We are a family of innovators in vocal storytelling. We will be beautiful. We will be dangerous. We will laugh at ourselves. We will always remember that feeling precedes thought, entertainment precedes enlightenment, and wonder precedes belief. And we will join our audience with respect, passion, and a desire to share a moment in time that will last for years to come.

SCOPE AND CORE DUTIES
The Associate Producer is the chief manager and strategist on an AOP work-in-development (The Project), guiding it to a successful world premiere and beyond. The AP will report to the General Director and/or Artistic Director. The ideal candidate will be an energetic, ambitious professional who enjoys creating solutions to challenges, and who is detail-oriented with a long-term perspective.

Job responsibilities will include:

- Serve as primary liaison between The Project’s artists and AOP Staff including but not limited to Marketing, Development, and General Management.
- Engage with The Project’s Creative Team to identify the resources/scope required to create budget assumptions for the production; manage those assumptions and communicate if changes/requests for more resources occur.
- Work with artists and AOP leadership to identify employment positions to be filled to successfully execute The Project and suggest candidates for open positions.
- Work with Project Manager to draft and maintain The Project schedule for all remaining stages of development, through premiere and tour.
- Oversee creative team meetings and design presentations.
- Collaborate with the Production Manager and Company Manager as a show team to provide support to production, artists and the wider organization.
• Identify Producing and Presenting partners worldwide and represent The Project in collaboration discussions.
• Oversee copy edit and approval of programs, press releases and marketing materials created by Marketing Management on behalf of The Project.
• Work with the GD and AOP Development team to create short- and long-term fundraising plans for The Project.
• With AOP Leadership and Legal Counsel, review and advise on all contracts and agreements for The Project as requested.
• Take on other duties as needed.

QUALIFICATIONS & SKILLS
• Previous production experience of live events, preferably in opera and music theater.
• Bachelor’s degree required in arts administration or equivalent life experience.
• High level of interpersonal, organizational, written, and oral communications skills.
• Ability to relate well in a professional and easy manner to donors of all levels, Board members, and corporate executives, as well as other AOP staff.
• Strong computer skills including proficiency with Microsoft Office, and ability to quickly learn other software as needed.
• Excellent attention to detail and accuracy, while focusing on long-term objectives.
• Ability to successfully manage multiple priorities.
• Ability and confidence to work without close supervision.
• Appreciation for the arts.
• New York City area residency preferred, but not required.

SALARY
$30/hr, estimate of 20 hours per month. (Estimated hours increase closer to workshops and productions.) Independent Contractor. No benefits.

TO APPLY
Applicants for this position should send resume and separate detailed cover letter to info@aopopera.org with “Associate Producer” in the subject line. No calls please. Applicants selected for an interview will be notified.

AOP believes that fostering a culture of equity, diversity, and inclusion among our staff, Board, artists, and collaborators is critical for our success as an organization, and for the advancement of opera as an art form that represents us all.

AOP values a diverse workplace and strongly encourages women, people of color, LGBT individuals, people with disabilities, members of ethnic minorities, foreign-born residents, and veterans to apply. AOP is an equal opportunity employer. Applicants will not be discriminated against because of race, color, creed, sex, sexual orientation, gender identity or expression, age, religion, national origin, citizenship status, disability, ancestry, marital status, veteran status, medical condition, or any protected category prohibited by local, state or federal laws.