

# TULSA PERA

## Education Manager

**Department:** Artistic / Education and Engagement

**Classification:** Full-time, Exempt

**Reports to:** Artistic Director

**Salary Range:** \$45,000-50,000 commensurate with experience

**Work Schedule:** Thursday–Wednesday work week. Primarily on-site with some occasional flexibility to telework. Some evenings and weekends are required each month for performances and events.

## Position Description

Tulsa Opera seeks a dynamic and highly organized Education Manager to play a key role in advancing the company's mission. The Education Manager is a full-time, exempt position that reports to the Artistic Director. The salary range is \$45,000-\$50,000 commensurate with experience. Benefits include health, dental and vision insurance, 403(b) retirement plan with match, short- and long-term disability, and life insurance. Tulsa Opera offers a flexible work schedule including the possibility of teleworking on occasion with supervisor approval. Some evenings and weekends are required each month for performances and events.

The Education Manager is responsible for planning, administering, and supporting Tulsa Opera's education programs for students, teachers, young artists, and families, while providing administrative support to selected artistic programs. The position works collaboratively across departments and with artists, educators, volunteers, community partners, and members of the public to advance Tulsa Opera's mission through high-quality education, engagement, and artistic programming.

## Organization Background

Driven by its mission to enrich the community through high-quality cultural entertainment, education, and engagement, Tulsa Opera is proud to help drive the artistic vibrancy that makes Tulsa a world-class city.

Established in 1948, Tulsa Opera is the first professional performing arts organization in the state of Oklahoma and one of the oldest opera companies in North America. Tulsa Opera presents mainstage productions and a wide range of education, artist-development, and community programs serving audiences throughout the region.

## Responsibilities

### Raise Your Voice Tour

- Manage the administration and delivery of Tulsa Opera's Raise Your Voice Tour in partnership with the Artistic Director and artistic staff.
- Lead school recruitment and sales, scheduling, contracting coordination, and pre-performance communication with teachers and presenting organizations.
- Create, update, and distribute teacher curriculum and educational materials.
- Coordinate tour logistics and support music preparation in partnership with the Artistic Director.
- Maintain accurate participation and program data and assist with evaluation and reporting.

### Student Performances and Education Programs

- Administratively organize and oversee Student Night, Student Matinee, and other student access initiatives connected to Tulsa Opera productions.
- Manage Opera Story Time and coordinate scheduling, partners, artists, educational materials, and program logistics.
- Manage early childhood education initiatives, e.g. Bounce'n Beethovens, and coordinate scheduling, partners, artists, and logistics.
- Maintain communication and relationships with Tulsa Opera's schools, teachers, and other education partners.
- Assist the Artistic Director with the creation and implementation of new educational programs and initiatives.
- Support educational content and resources associated with Tulsa Opera productions and programs as assigned.

## Spotlight on Opera

- Assist with planning, preparation, and execution of Tulsa Opera's summer training program, including the summer educational touring opera.
- Provide administrative, educational, and artistic support as requested by the Artistic Director and other program leadership.

## Tulsa Youth Opera Support

- Maintain Tulsa Youth Opera participant rosters and related program records.
- Track attendance at rehearsals, performances, and other TYO activities.
- Prepare, organize, copy, and distribute music and other rehearsal or performance materials as requested.
- Provide additional administrative support to the Community Engagement Manager and Artistic Director for TYO as needed.

## Filstrup Resident Artist Company Support

- Assist the Artistic Administrator with administration of the Filstrup Resident Artist Company (FRAC) as requested.
- Support scheduling, communication, materials preparation, program logistics, and other administrative needs as assigned.

## Community Engagement and Volunteer Support

- Assist the Community Engagement Manager with the Tulsa Opera Book Club Series as requested.
- Assist with Volunteer Corps activities as needed, particularly when volunteers are supporting education programs or events.
- Represent Tulsa Opera at education and community events and performances as scheduling needs require.
- Collaborate with the Community Engagement Manager and Marketing staff on promotion and public-facing information for education programs.
- Accurately collect and maintain qualitative and quantitative participation data for education programs.
- Promote equity, diversity, inclusion, accessibility, and cultural responsiveness in all programming.
- While much work and planning will happen during business hours, programs and events will regularly require evening and weekend hours as well as travel throughout the region.
- Other duties as assigned.

## Required Skills and Qualifications

- Background in music education, arts education, music administration, or a related field.
- Ability to establish priorities and manage multiple projects, with strong organizational and creative problem-solving skills and meticulous attention to detail.
- Highly motivated and able to work independently to identify and complete tasks.
- Excellent verbal and written communication skills and the ability to interact effectively with a wide range of personalities and constituencies.
- Knowledge of common computerized information systems and applications, including Microsoft Teams, Outlook, and Office; familiarity with Canva and other relevant arts-administration tools is an advantage.
- Ability to work effectively in a collaborative, team-oriented environment.
- Experience working with diverse populations and a demonstrated commitment to arts accessibility.
- Bachelor's degree or equivalent combination of education and relevant professional experience.

## Preferred Skills

The following are considered assets but are not requirements for the position.

- Piano proficiency.
- Spanish-language proficiency.
- Choral conducting or vocal ensemble leadership experience.
- Experience with marketing, graphic design, photography, or preparation of educational materials.

**To apply, submit cover letter, resume, and three references to [tulsaopera@tulsaopera.com](mailto:tulsaopera@tulsaopera.com). Applications will be reviewed immediately, and initial interviews will begin as soon as possible.**