MN OPERA

Position Title: **Creative Development Programming Manager**
Reports to: **VP, Impact**
Work Location: **Hybrid (3 days in office, 2 optional office/remote); occasional nights/weekends**
Classification: **Full time, exempt**
Salary Range: **$58,000 to $65,000, depending on qualifications and a generous benefits package (paid vacation, sick days, medical, dental, vision, flex spending, life/disability insurance, 403B, pet insurance)**
Supervises: **Teaching Artist Cohort**

ORGANIZATIONAL BACKGROUND: Minnesota Opera advances the art of opera for today and future generations by expanding the circle of musical storytelling. Our vision is to sing every story. We aim to inspire hope, empower all voices, and strengthen bonds between people of all backgrounds and identities. To this end, Minnesota Opera commits itself to working continuously to become an anti-racist and anti-oppressive organization through the following actions: intentionally acknowledging and examining racism, anti-Blackness, and other discriminatory practices; promoting anti-racist and anti-oppressive ideas, values and policies that counter the oppression of any people during the education, production, promotion, and experience of opera; working towards eliminating all forms of oppression; and developing effective tools for social justice.

SUMMARY

The Creative Development Programming Manager plays a critical role in the planning and delivery of MNOP's educational programs. In addition to providing departmental administrative support, the Creative Development Programming Manager oversees events and operations associated with a suite of child, youth, and adult development programs and workshops. This position reports to the VP of Impact and works collaboratively to advance the work of the Impact Department and the company at large. The Manager works closely with the Marketing, Production, Finance, and Artistic departments and supervises a cohort of three teaching artists.

RESPONSIBILITIES

Program Management and Delivery

- Collaborate with VP, Impact to develop, implement, and manage education programs.
- Provide logistical, operation, and production support for creative development programming events.
- Identify, maintain and cultivate relationships with schools, organizational partners, and families.
- Collaborate with VP, Impact to assess program effectiveness.
- Oversee Teaching Artist Cohort including:
    - Scheduling (typically 2 hours per week, per TA)
    - Tracking Teaching Artist hours
    - Oversee content development

Administrative

- Manage creative development projects via Asana.
- Coordinate with external staff to facilitate student dress rehearsals and other CDP events at the Ordway.
- Submit artist and event request forms for all creative development programing events.
- Draft contracts, coordinate travel, and work with finance to ensure timely compensation of guest speakers, artists, and community partners associated with Creative Development Programming events.
- Submit marketing requests in conjunction with creative development programming events and disseminate marketing materials to partnering organizations.
- Track attendance and engagement for all Creative Development Programming events and initiatives.

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- Submit background check requests to Human Resources for Impact artists and personnel in accordance with MN Opera's Child and Vulnerable Adult Protection Policy
- Other administrative duties as assigned.

This position is a good fit for someone who:

- Has the ability to prioritize and manage various deadlines and tasks.
- Has eagerness to work towards MNOP's stated objective to become an anti-racist, anti-oppressive institution.
- Is comfortable multi-tasking and prioritizing between different projects and tasks.
- Has excellent judgment and analytical abilities.
- Has knowledge of the Microsoft Office 365 Suite of products.
- Possess outstanding communication skills with the ability to collaborate with a variety of colleagues from performers to management.
- Has the ability to work and think independently, but also able to work well in a larger team.
- Has strong organizational skills with the ability to develop and maintain administrative systems.

MNOP is willing to teach:

- Opera as a collaborative art form.
- Policies and procedures, including Inclusion, Diversity, Equity, and Access, specific to MNOP.
- Asana, Microsoft 365, ProPared, Tessitura and other company-specific software.
- MNOP policies and procedures including working with collective bargaining agreements.
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WORK CONDITIONS

- This position will work some evenings and weekends with advance notice.
- This position requires the ability to work at a desk in front of a screen.
- Must be able to kneel, twist, and bend on a regular basis.
- **Must have valid driver's license and access to reliable transportation for out-of-office travel, as required by the position.**

Please Note:

The applicant will be expected to either reside within commuting distance of the Opera Center or be willing to relocate prior to beginning work to participate in a hybrid work environment (three days a week onsite).

How to apply:

Please go to https://mnopera.org/about/jobs/ and click the red box labeled "Learn More" under the job summary. From there you will be asked to fill out a confidential Self ID Survey and upload your resume and cover letter. Individual Self ID information will go directly to and be seen only by Jen Thill, HR Director; application materials will be sent to Darius Gillard, VP, Impact.

Application Deadline: 11:59 p.m. Friday, December 11, 2026.