

# Boston Early Music Festival

International Baroque *Opera* • Celebrated *Concerts* • World-famous *Exhibition*

Kathleen Fay, *Executive Director*

## **Boston Early Music Festival; Opera Company Co-Managers**

The Boston Early Music Festival is seeking two highly motivated candidates for the June 2017 Festival in the area of **Opera Company Co-Managers**.

The **Opera Company Co-Managers** will assist and support the artistic directorial team and full company for the 2017 Boston Early Music Festival opera centerpiece, Andre Campra's *Le Carnaval de Venise*, and Festival chamber opera, Giovanni Battista Pergolesi's *La serva padrona & Livietta e Tracollo*. Candidates will be on-site during the entire rehearsal and performance residency and will serve as point persons for all questions about housing, schedules, logistics, amenities, etc.; will oversee per-diem dispensation, financial reimbursements, and petty-cash allotments; will control emergencies and extenuating circumstances; will act as liaison between the performing company and the BEMF administrative management; and will oversee additional rehearsal and concert details taking place at Emmanuel Church as needed.

Candidates for this position should be comfortable working in a fast-paced environment, have highly-developed interpersonal skills, an advanced ability to problem solve, strong organizational expertise, strong computer proficiency, the ability to work independently, and a dedication to the performing arts.

Previous experience in theatre arts management, performing arts management, or non-profit administration is encouraged, but not required.

Compensation: Commensurate with experience; candidate is also granted complimentary admission to all Festival events for which time and workload permit.

Dates of residency: May 15 to June 18, 2017

To apply for this position, please submit your resume and a letter of interest to Carla Chrisfield at [carla@bemf.org](mailto:carla@bemf.org), or fax to 617-661-1816. For more information please call 617-661-1812.

**Applications are due no later than Monday, April 17, 2017.**

*Candidates are expected to provide their own housing in Boston, Massachusetts for the duration of the contracted period.*