

For Immediate Release
Opera Roanoke seeks a Company Manager

12 January 2012

Job Summary

Opera Roanoke seeks a Company Manager to manage administrative operations of the Opera Roanoke office.

The Company Manager reports to the General and Artistic Director, and works closely with the Development Director and the Board of Trustees. The Company Manager manages the Opera Roanoke box office, and acts as the controller for daily operations. In addition to front line office support to patrons, trustees and business partners, the Company Manager assists with artistic administration for all Opera Roanoke productions.

The Company Manager must possess strong interpersonal skills, be attentive to detail and be able to multi-task while providing outstanding customer service to patrons and working closely with professional colleagues, guest artists, and volunteers. Computer literacy is required, including experience with Microsoft Word, Excel, PowerPoint, Outlook and Access. Familiarity with Raiser's Edge software is preferred.

The Company Manager is a full-time position with commensurate salary and benefits. Opera Roanoke is an equal opportunity employer.

Interested applicants should send a cover letter and resume / C.V. to:

Scott Williamson,
General and Artistic Director
Opera Roanoke
mahlerseven@yahoo.com

Electronic submissions are preferred.

Please cc:

Teresa Carpentieri
Director of Development
tcarpentieri@operaroonoke.org