

HoustonGrandOpera



Job Title: Public Relations Manager
Classification: Exempt, Full-time
Department: Communications
Reports To: Director of Public Relations
Prepared By: Director of Communications REV 07010

SUMMARY: Assists Director in developing public relations and media strategy, tactics, campaigns and activities for organization. Coordinates and manages campaigns as assigned.

ESSENTIAL DUTIES AND RESPONSIBILITIES

- Assists the Director in the solicitation of local, national, and international media coverage of all Houston Grand Opera Association (HGOA) activities.
- Researches, drafts and coordinates approvals of all media releases. Maintains and updates all media materials.
- Researches, writes and distributes production calendar listings, photo and interview memos and production fact sheets. Also includes additional materials (e.g. photographs, slides, brochures, etc.).
- Works directly with HGOA artists and staff in scheduling radio, television, and print interviews, appearances, etc..
- Assists Director in the coordinating of videographers and photographers for mainstage productions.
- Coordinate reproduction, identification, labeling, and distribution of all photographs and video to media.
- Assists in the planning and producing of production media events (e.g. press conferences, press luncheons, openings, etc.)
- Works and attends dress rehearsal, final dress rehearsal and opening night performances – manages Press Table and coordinates media tickets etc..
- Maintains and updates media contact list.
- May be assigned other duties as necessary.

QUALIFICATIONS: Bachelor's degree with at least two year's experience in public relations. Knowledge of opera and/or classical music is preferred. Good written, verbal, organizational and interpersonal skills a must. Fluency in multiple languages preferred. Applicant must be able to work evenings and weekends.

Please direct inquires and forward a cover letter and resume to: Human Resources, Houston Grand Opera, 510 Preston Street, Suite 540, Houston, TX 77002. Fax (713) 225-2574.

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