

## *Madame White Snake*

### *Tour Director*

#### **Job Description**

##### *Overview*

Provide administrative leadership and coordination for MWS Opera Tour. Part time contract position begins immediately. Tour Director will be required to be present in Boston during Production period (late February 2010). Tour Director will travel with MWS Company to China (October 2010) and provide day-to-day management on site.

##### *Qualifications*

- Extensive experience in the management of international touring productions
- Prior experience negotiating and writing Performance Agreements
- Experience with Artist Contracts and negotiations
- Solid overall arts management background
- Thorough understanding of the day-to-day operations of a touring company
- Solid general administrative skills
- General knowledge of theatrical production and technical disciplines
- Excellent communication and problem solving skills
- Familiarity with Chinese government, culture and institutions a plus

##### *Advance and Post*

- Review Current State of Negotiations with Presenters and make recommendations
- Write Performance Agreement
- Incorporate Technical Rider into Performance Agreement
- Collect Payments Due under Performance Agreement
- Negotiate Logistical Details with Chinese Presenters
- Contract Singers
- Obtain Necessary Insurance for Tour
- Coordinate with Production Department as to logistics and problem solving
- Solve problems as they arise during advance process
- Oversee and monitor Tour finances and submit Post-Tour Financial Report
- Coordinate Logistics of VIP's during Boston Premier
- Supervise Advance Work of Company Manager

##### *Boston Premiere*

- Attend to VIP Guests while in Boston
- Assist in coordination of Fundraising Dinner and Invited Dress
- Familiarize with Production, Talent and personnel

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### *On Tour*

- General Liaison with Chinese presenters
- Troubleshoot problems with accommodations, logistics etc.
- Generally supervise day to day non-Production functioning of Company while on tour
- Coordinate talent schedules outside of theatre (publicity, events, etc.)
- Collect Local Press Highlights
- Supervise Company Manager/ASM

### ***Company Manager/ASM***

#### Job Description

### *Pre and Post Production*

- Make all Flight Arrangements
- Coordinate Lodging and Ground Transport Arrangements with Chinese Presenters
- Distribute Per Diem to Company
- Make and distribute detailed MWS Company Itinerary
- Initiate Payroll, Cash Advance and Vendor Payments
- Reimburse Tour Expenses
- Oversee Visa Process

### *On Tour*

- Coordinate Arrivals and Ground Transport in China
- Supervise Company Travel arrangements between cities
- Update itinerary while on Tour