



Chelsea Opera, Inc. - Grants Consultant (Writer)

- Become familiar and assist in maintaining the company's relationships with current and past foundations and government funders, and make contact with grant program officers;
- Meet with the company principles regularly to determine funding needs and priorities and work directly with company president, as needed;
- Create a year-long timeline to identify application and report deadlines;
- Prepare and file interim and final reports for received funds, and file renewal applications well in advance of deadlines;
- Seek out, identify, research and evaluate prospective new granting and funding opportunities for production and administrative support for Chelsea Opera including private foundations, family foundations, and corporate entities, both in the NYC Metro area and Upstate (Syracuse/Utica) New York;
- Research and identify grants received in the past three years by other companies comparable to Chelsea Opera;
- Report monthly via email on your activities and findings, or immediately when and if a prospective source for funding has been identified;
- Write and maintain grant applications to be reviewed by the company principles, and accomplish all other requirements to complete the grant application package, including but not limited to charts, document vault contents, musical/visual/audio examples;
- Maintain files of all research conducted and information/contacts garnered on behalf of Chelsea Opera which can be transferred to the company should this relationship terminate.



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Upon hiring, Chelsea Opera will provide:

- A company title;
- Website presence;
- Website email address.

Submit bio and resume to: lpriore@chelseaopera.org

Compensation:

- Monthly invoicing;
- Monthly payment by company check;
- Normal hours to be compensated at rate of 5 hours per month. Prior authorization by company is necessary for any hours over 5 hours on a case-by-case basis. Maximum not to exceed 10 hours;
- Hourly rate between \$30 and \$40 per hour depending on experience.

Company information:

- Chelsea Opera, Inc.;
- Founded in 2004;
- Not for profit 501c3 opera company;
- Annual Company Budget: under \$100,000;
- Producing operas and other musical concerts, and offerings of different genres on a minimal budget;
- Productions presented minimalistically in terms of costumes, sets, etc.

Company objective:

- "The little opera company that could", "and weaves gold out of straw";
- A company that gives experienced singers the opportunity to expand their performance skills with chamber orchestra while offering essential professional training opportunities to young artists.