

OPERA CAROLINA

Internship Opportunity

Position: Special Events Internship

Time Frame: Fall (September through December)
Spring (January through May)

Reports to: Director of Major Gifts & Strategic Development

Goal: Assigned to the Director of Major Gifts & Strategic Development, this internship provides a well-rounded internship experience, focusing on a wide-ranging overview of Special Events Planning at a non-profit arts organization. Special events include Fall Gala, Verdi Society (major donor) events and Patron Dinners.

The intern will work with all members of the Opera Carolina staff to obtain an atmosphere that is positive, forward thinking, efficient and inclusive.

Duties: *The following are intended to describe the general nature and level of work performed by people assigned to this position. They are not intended to be an exhaustive list of all responsibilities, duties and skills required of this position.*

- Coordinate numerous aspects of Opera Carolina Special Events. Events may include:
 - Annual Meeting*
 - Board Holiday Party*
 - Fall Gala*
 - Lunch with the Stars*
 - Patron & Subscriber Dinners*
 - Subscriber Appreciation Even*
 - Verdi Society Patron Parties*
- Coordinate support staff, including volunteers, caterers, photographers, etc.
- Attend committee meetings (as applicable)
- Assist with mailings (invitations & correspondence), including coordinating design, printing, supplies, postage & volunteers
- Maintain reservation lists for all events

Requirements: Applicants should possess strong communications & interpersonal skills, as well as a flexible attitude regarding job duties. Computer skills (working knowledge of Microsoft Windows/Office, including Word, Excel, & Outlook) are required.

To apply for this position, please send or email coverletter, resume and at least one reference list to:

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