



**2011-12 Season
Internship Opportunity**

Position: Executive Internship in Arts Administration

Time Frame: Fall (September through December 2011)
Spring (January through May 2012)

Goal: To provide a well-rounded internship experience, focusing on a wide-ranging overview of the individual departments, including Marketing, Development and Administration, with the premiere professional Opera Company in the Carolinas.

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

Job Description: The Intern will interact directly with Opera Carolina General Director & Principal Conductor, James Meena, and will spend time with Opera Carolina departments over the course of the internship.

- **Development** activities may include donor relations, fundraising campaigns, grant proposal research, and special events.
- **Marketing** activities may include review of marketing initiatives, budgets, concepts, goals and objectives.
- **General Administration** activities may include assisting the General Director, Board of Directors relations & communications, human resources, finance, and general operations.

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

Opera Carolina interns receive a monthly stipend of \$300, plus parking.

To apply, please send or email a cover letter, resume and at least one reference to James Meena, General Director & Principal Conductor – james@operacarolina.org.

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