

# OPERA CAROLINA

## Internship Opportunity

**Position:** Arts Administration Internship

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

**Goal:** Assigned to the General Director, this internship provides a well-rounded internship experience, focusing on a wide-ranging overview of the individual departments (including Production, Marketing, Development, Education, and Administration) at a non-profit arts organization.

*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.*

**Job Description:** The Intern will interact directly with Opera Carolina General Director & Principal Conductor, James Meena, and will spend time with each of Opera Carolina's four administrative 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 Windows/Office, including Word, Excel, & Outlook) are required.

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

James Meena  
General Director & Principal Conductor  
Opera Carolina  
301 S. Tryon Street, suite 1550  
Charlotte, NC 28282  
james@operacarolina.org