



**OPERA CLUB INTERN**  
JOB DESCRIPTION: SUMMER 2023  
*JUNE 12 THROUGH AUGUST 26*

**Position Overview:**

The Opera Club Intern works within the Development Department and reports to the Major Gifts Officers. The Opera Club Intern also works with Opera Club Leadership.

The Opera Club Intern's primary responsibility is to oversee attendance and ensure smooth operations at the Opera Club, a private lounge to which major donors, Opera Club members and special visitors are invited before each performance and during intermission.

**Specific Responsibilities:**

1. Create list of Opera Club members and guests attending each performance, ensuring bios of constituents are current; provide list to select staff members in advance of each performance.
2. Update Opera Club membership in database, as needed.
3. Greet guests upon arrival; answer questions; liaise with House Management and Ushers.
4. Issue Opera Club passes for artists and other special guests as requested by Artistic Administration and Development.
5. Manage ticket requests; work with the Box Office to coordinate tickets for Opera Club members and guests.
6. Facilitate introductions between Development Staff and donors/donor prospects.
7. Track Opera Club member attendance at donor-benefit events, such as working rehearsals and dress rehearsals; help prepare and distribute donor benefits materials to Opera Club members.
8. Work with Opera Club Leadership to send season passes, invitations to special events, and annual meeting materials to Opera Club members; give brief presentation at Opera Club annual meeting.
9. Manage upkeep of Opera Club facility, including stocking basic supplies and assisting Concessions Staff as needed.
10. Other Development tasks as assigned.

**Requirements and Qualifications:**

Formal dress at all performances. Excellent interpersonal skills. Sound judgment; ability to problem-solve and negotiate situations with discretion. Must maintain strict confidentiality regarding donors, members and guests. Proactive and independent work style, as well as the ability to work as a member of a team. Computer skills with Windows-based environment required (including Word and Excel); experience with a relational database, specifically Tessitura, highly preferred.

**Hours:**

While this is a 40 hour per week position, the schedule is variable due to the workflow. Hours vary including evenings and weekends.