

THE
SANTA FE
OPERA



SPECIAL EVENTS INTERN

JOB DESCRIPTION: SUMMER 2023

MAY 29 THROUGH AUGUST 18

DATES FLEXIBLE BASED ON SCHOOL SCHEDULE

Position Overview:

Reporting to the Special Events Manager, the Special Events Intern will be a fully integrated member of the Development Department that will participate in discussions and contribute to the planning, strategy, and execution of events associated with the summer season's activities. Events include the Opening Weekend Celebration, Opening Night Dinners, Summer Gala and cast and company recognition parties, as well as other donor and board-related events. Skills gained as a part of the Special Events team include event planning, event coordination, Tessitura and donor-relations.

Specific Responsibilities:

The Special Events Intern will be a key team member in the planning and implementation of the summer season's special events within the Development Department. Specific duties include designing and disseminating invitations, tracking responses, creating notes in Tessitura, assisting with design, set-up and take-down for each event, developing seating charts, calling and emailing guests both for follow-up and as courtesy calls, attending tastings and site visits, interacting with other Santa Fe Opera departments, vendors, caterers and guests, actively participating in development and inter-departmental meetings and making recommendations for improvements.

Qualifications and Requirements:

Excellent communication and interpersonal skills; Ability to prioritize in a fast-paced environment; Proactive and independent work style with the ability to work as a collaborative member of a team; Computer skills within a Windows-based environment (including Word and Excel); Experience with a relational database, such as Tessitura, and fundraising knowledge is a plus, but not required.

This position works in indoor and outdoor venues and occasionally moves equipment weighing up to 40 lbs. During special events, this position often works in outside weather conditions of all kinds.

Hours:

35-40 hours/week, with overtime as needed. Hours vary based on the event schedule with some work on weekends and evenings.