



THE SANTA FE OPERA: ADMINISTRATIVE INTERNSHIP

JOB DESCRIPTION

Position Overview:

Working primarily with the Community Engagement Department, but also has the option of cross-training with additional administrative departments, assists in the development and coordination of volunteer and other community engagement programs. This includes but is not limited to: coordination, scheduling, and tracking of volunteers, liaising with various departments impacted by program, and volunteer mentor program. Also may be called upon to support other activities of the department including, but not limited to: General Administration, Active Learning Through Opera (ALTO), Opera Makes Sense, Preview Dinners, Repertory-Related Programming, and *Youth Night at the Opera*. Depending on time and initiative, this position may also be assigned special projects related to education and community programming. This position is available May - August.

Specific Responsibilities:

1. Assist with backstage tour planning, scheduling, interdepartmental coordination, and volunteer docent communication.
2. Assist with Pueblo Opera Program coordination including logistical planning of transportation contracts, catering, and invitations.
3. Assist Community Engagement department in general administrative tasks in support of programming.
4. Dependent on time and opportunity, cross-train or observe other administrative departments.

Qualifications:

Flexibility; prioritize in a fast-paced environment. Proactive and independent work style; along with ability to work as member of a team. Punctuality. Strong personal skills. Computer skills a must.

Evidence of soft skills is critical. These include empathy, patience, listening, and anticipating needs and appreciating where others are coming from.