



Company: The Santa Fe Opera

Position Title: Artistic Department Intern

Reports To: Director of Artistic Administration

Location: Santa Fe, NM | On Site/In Person

Engagement Period: May 12, 2025 - August 23, 2025

Position Overview:

The Artistic Department seeks an enthusiastic and dedicated early-career professional to join its staff as the 2025 Festival Season intern. This role offers a unique opportunity to gain hands-on experience, mentorship, and a comprehensive understanding of the department's operations. The Artistic Intern will contribute to the day-to-day functions of the Artistic Department while developing valuable skills in arts administration leadership.

Key Responsibilities:

- Management of Apprentice Singer off-site performances (Church Services, Hotel Concerts, Recitals, etc.)
- Review and proofing of 2025 Festival Season materials (Program Books, Apprentice Scenes programs, Apprentice Showcase Materials, Recital Programs, etc.)
- Performance Duty as assigned by the Director of Artistic Administration
- Management of non-orchestral music library (circulation, printing/copying)
- Coordination of Opening Night cards and gifts in collaboration with the Executive Office
- Point of contact for Artist complimentary tickets (Principals, Conductors, Creative Teams, Apprentice Singers)
- Generate event forms for Apprentice Singer Masterclasses, Brown Bags, Dinners, and other Apprentice Singer events
- Review of Apprentice Singer miscellaneous payroll on a weekly basis in collaboration with the Director of the Apprentice Program for Singers and the Rehearsal Department
- Generating Work Visa support materials for future seasons in collaboration with the Artistic Coordinator
- Act as substitute Child chaperone as needed
- Researching and Coordinating venues for Apprentice Program for Singers fall audition tour
- Assist with the coordination of Apprentice Program for Singer pre-screening audition materials
- Host Apprentice Singer appreciation luncheon
- Other duties as assigned

Qualifications:

- Passion for the opera and an interest in a career in arts administration.
- Strong organizational skills and attention to detail.
- Excellent written and verbal communication abilities.
- Proficiency in Microsoft Office Suite; experience with database management, Tessitura experience is a plus.
- Ability to work both independently and collaboratively in a fast-paced environment.
- Previous experience in an administrative or artistic capacity is beneficial but not required.

What We Offer:

- Hands-on mentorship from experienced professionals.
- Exposure to a renowned opera company's artistic process.
- Opportunities to develop skills in artist relations and artistic department management.
- A collaborative and supportive work environment that fosters growth and learning.