

**THE  
SANTA FE  
OPERA**



**JOB DESCRIPTION: Business Office Intern for 2026 Season**

**REPORTS TO: Accounting Associate**

**CLASSIFICATION: Non-exempt**

**JOB SUMMARY**

The Business Office Assistant will support the projects and workload of the Opera's various business functions. This individual will be a responsible team member, working under the direction of the appropriate staff member as required for each task. This is a seasonal position with varied hours (generally between 20 and 40) and limited overtime, lasting from late-June until late September. As the pre-season and in-season support role for the department, the job requires hands-on and timely completion of the tasks assigned.

**DUTIES/RESPONSIBILITIES**

- Assist with cash counting, replenishment of cash bags, register reconciliations and bank deposits.
- Assist in processing accounts payable.
- Assist in implantation of reports using FENXT/Blackbaud accounting software.
- Support other business office and administrative projects as directed. Assignments may involve data input, excel spreadsheet input and review, filing, document assembly, and other general office tasks as necessary.

**EDUCATION/EXPERIENCE**

Accounting experience or senior level accounting courses

Experience with cash counting, reconciliations, and basic bookkeeping

Expertise with Excel and other Microsoft office products.

**COMPETENCIES**

- Ability to learn accounting software
  - Ability to navigate complex Excel spreadsheets including creating and troubleshooting formulas
  - Ability to manage multiple critical timelines and deadlines, ensuring the timely completion of projects.
- Flexibility with a wide range of duties and responsibilities  
Knowledge of opera/performing/fine arts and current practices in the field – not required but a plus!

**PHYSICAL STANDARDS**

This position involves light work with lifting or moving of up to 50 pounds occasionally and the ability to support a variety of technology natives and technology challenged users. Performances are in the evening until late hours in the theater.

*This job description in no way implies that these are the only duties to be performed by the employee occupying this position. The fundamental job requirements are included and these are the essential job functions. Employees will be required to perform any other job-related duties assigned by their supervisor. All requirements are subject to possible modification to reasonably accommodate individuals with disabilities.*