

# THE SANTA FE OPERA



## **HR Intern 2026 Season**

### Part Time Administrative and HR Intern - Position Summary

The HR Intern supports the Administrative and Human Resources teams with day-to-day administrative and project-based work. This role serves at our front reception area, greeting and directing employees and guests. The will also receive hands-on exposure to core HR functions including recruitment, onboarding, employee engagement, compliance, and HR operations, while developing professional skills in a collaborative and creative environment.

### **Key Responsibilities**

#### **HR Support**

- Assist with recruitment activities, including posting job openings, screening resumes, scheduling interviews, and communicating with candidates.
- Support onboarding and offboarding processes by preparing documentation, coordinating orientations, and maintaining checklists.
- Maintain accurate employee records in HRIS and personnel files, ensuring confidentiality and data integrity.
- Help coordinate employee engagement activities, trainings, and internal communications.
- Assist with benefits administration tasks, including enrollment support and responding to routine employee inquiries.
- Support compliance efforts by tracking required documentation, trainings, and audits.
- Prepare reports, presentations, and data summaries related to HR metrics and projects.

#### **Administrative Support**

- Present a positive, efficient, professional and pleasant image of The Santa Fe Opera, by telephone and in-person, to the general public, staff, Board and contributors.
- Answer all in-coming telephone calls, transferring calls to appropriate staff members, answering general inquiries about the Opera (performing season, history of the company, special events, etc.), and providing clear phone messages to staff when appropriate.
- Provide clerical support to administrative staff: may include preparing mailings, photocopying, filing, faxing, and other duties as requested.
- May assist in mail room, including distribute incoming mail to staff on a timely basis.
- Maintain various Excel spreadsheets and Word documents as assigned.

## **Qualifications**

### **Required**

- Current study in Human Resources, Business Administration, Psychology, or a related field.
- Excellent customer service skills.
- Strong attention to detail, organizational skills and willingness to learn and take initiative.
- Excellent written and verbal communication skills.
- Ability to handle sensitive information with discretion and professionalism.
- Proficiency with Microsoft Office.
- Able to Saturdays and weekday afternoons

### **Preferred**

- Previous HR experience, including familiarity with HRIS or applicant tracking systems

Internship duration typically ranges from 8–12 weeks