

THE
SANTA FE
OPERA



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JOB DESCRIPTION – Marketing Intern

Reports to: Director of Marketing; Marketing Managers; Box Office Manager

Department: Marketing

Employment Classification: Non-Exempt

Dates: May 4 – August 29 (Summer 2026); Flexible based on School Schedule

Scope & Purpose

Responsible for supporting the Opera's marketing and operations efforts by assisting with select projects and workload of the department to promote the current and upcoming seasons, thereby gaining understanding of the scope of functions at the Santa Fe Opera.

Exemplary Duties/Responsibilities

- Printed and Online Content Development
 - Manage distribution of proof files for season program book and mark-up proofing rounds with appropriate revisions; proof all pages of book prior to press
 - Assist with all print and digital materials for other SFO departments as needed
- Attend and assist Marketing team members at events and vendor meetings
- Assist with website, imagery, graphics and design work.
- Facilitate development of subscription renewal materials
- Assist with subscriber renewal program
- Assist with sponsored social media campaigns
- Assist with audience survey development and implementation
- Assist with department business functions: payables and receivables, adjusted journal entries.
- Assist with data analysis, reports, and management of database functions such as updates, corrections, and requests
- Occasionally serve as Box Office Representative, providing coverage of phones and windows
- Identify, develop, and complete a departmental project based on their own interests (data analytics, graphic design, archiving, etc.)

Education/Experience

Preference will be given to those with a B.A./students who are pursuing a B.A.. in performing arts, arts administration, business administration, or similar education and/or knowledge of Opera.

Competencies

- Excellent writing and editing skills.
- High level of competency with Microsoft Office and other windows-based applications
- Basic Adobe Creative Suite and Google Analytics skills (preferred, but not required)
- Ability to organize and prioritize with a great attention to detail
- Ability to meet multiple critical timelines and deadlines, ensuring timely completion of projects
- Energetic, positive, flexible, and collaborative professional style
- Ability to learn complex procedures quickly
- Ability to represent the Santa Fe Opera to business partners and the general public with a high degree of professionalism, enthusiasm, and knowledge
- Knowledge of or curiosity about opera

Physical Standards

This position involves light work with lifting or moving of up to 40 pounds occasionally. The position requires ability to use computer equipment, manual dexterity, and the ability to communicate verbally.