

THE
SANTA FE
OPERA



2026 SPECIAL EVENTS INTERN

MAY 27 - AUGUST 27

Dates flexible based on academic schedule.

Position Overview:

The Special Events Intern will be an integral member of the Development Department, actively contributing to the planning, strategy, and execution of special events throughout the summer season. Reporting directly to the Director of Special Events, the intern will participate in team discussions and gain hands-on experience supporting a wide range of donor, board, and patron engagement events.

Events include the Opening Weekend Celebration, Opening Night Dinners, the Summer Gala, Cast and Company Recognition Events, and other donor- and board-related gatherings. Through this role, the intern will develop practical skills in event planning and production, donor relations, and the use of donor database, within a collaborative, fast-paced environment.

Responsibilities:

The Special Events Intern will serve as a key team member in the planning and implementation of the summer season's special events. Responsibilities include, but are not limited to:

- Assisting with the design and dissemination of event invitations and related materials
- Tracking guest responses and maintaining accurate records in Tessitura and Google Docs
- Supporting event logistics, including set-up, on-site coordination, and take-down
- Assisting with seating plans and guest management
- Conducting guest outreach via phone and email for confirmations, follow-ups, and courtesy calls
- Attending tastings, walk-throughs, and site visits as needed
- Coordinating and communicating with internal departments, vendors, caterers, and guests
- Actively participating in Development and interdepartmental meetings

Qualifications and Requirements:

Qualified candidates will demonstrate strong communication and interpersonal skills, along with the ability to work effectively in a fast-paced, collaborative environment. The ideal intern is organized, detail-oriented, and able to manage multiple priorities while maintaining a positive, professional demeanor. Additional qualifications include:

- Ability to prioritize tasks and meet deadlines in a dynamic environment
- Proactive, independent work style with the ability to contribute effectively as part of a team
- Basic computer proficiency in Microsoft Word and Excel
- Experience with a donor database such as Tessitura, and familiarity with fundraising or development work, is beneficial but not required

This position supports events held in both indoor and outdoor venues. Interns may occasionally assist with moving event-related equipment weighing up to 40 pounds and should be comfortable working during events that take place in a variety of weather conditions.

Hours:

35-40 hours/week, with overtime as needed. Hours vary based on the event schedule with some work on weekends and evenings.