

## **Administrative Intern**

### **Charlottesville Opera**

**Dates:** June 5 – July 21

**Location:** Charlottesville, VA

**Compensation:** \$2,500–\$3,000 (based on experience)

### **Position Overview**

Charlottesville Opera seeks a motivated and detail-oriented Administrative Intern to support the company's daily operations during the summer season. This position offers a well-rounded, hands-on experience in arts administration, providing exposure to marketing, patron services, event coordination, and general organizational management.

The Administrative Intern will work closely with experienced arts administrators and play a key role in supporting both office operations and public-facing activities.

### **Key Responsibilities**

- Assist with scheduling and general office coordination
- Support marketing efforts, including material preparation and distribution
- Copy, fold, and organize printed materials
- Assist with outreach performances and community engagement events
- Support ticketing operations and patron services
- Provide front-of-house support, including occasional door monitoring
- Assist with general administrative tasks as needed

### **Qualifications**

- Must be 18 years of age or older
- Interest in developing leadership skills in arts administration
- Strong organizational and communication skills
- Ability to lift up to 50 pounds
- Ability to climb stairs and work in a physically active environment when needed
- Positive attitude, reliability, and attention to detail
- Ability to manage multiple tasks and work both independently and collaboratively
- Must reside in the Charlottesville area and have reliable transportation

### **Time Commitment**

- Approximately 30 hours per week
- Availability required from June 5 through July 21

### **Requirements**

- One professional reference who can speak to relevant experience

### **What You'll Gain**

- Hands-on experience in nonprofit arts administration
- Mentorship from experienced arts administrators
- Insight into the operations of a professional opera company
- Production credit in the season program

### **How to Apply**

Interested applicants should submit:

- A brief paragraph expressing interest
- A current CV
- One reference

Please send materials to: [leanne@charlottesvilleopera.org](mailto:leanne@charlottesvilleopera.org)

Applications will be reviewed on a rolling basis, and the position will be filled once a suitable candidate is identified.