

# **PRODUCTION/ADMINISTRATION INTERNSHIP**

## **WHO CAN APPLY?**

Applicants must have previous experience with opera or theatre on the college, community, and/or professional level. Knowledge of stage operations, music, opera repertoire, and a foreign language is helpful but not required.

## **WHAT CAN AN INTERN EXPECT?**

This is an introductory level position to help the intern gain practical work experience. The Intern will work directly with the Production Director, Production Supervisor, Production Administrator and Executive Assistant on the day-to-day operations of the departments. Duties may include but are not limited to:

- Researching future opera production prospects.
- Researching singer information.
- Compiling backstage pass and dress rehearsal ticket lists.
- Assisting in creating and updating Production calendars.
- Distributing and processing Production documents.
- Assisting in coordinating the use of rehearsal facilities.
- Assisting in daily office duties including correspondence, errands, and information inquiries.
- Assisting in maintaining Production Volunteer files.
- Assisting at technical rehearsals.
- Assisting on Seattle Center/McCaw paperwork

The Production/Administration Intern is invited to attend all rehearsals and production/staff meetings. This is an opportunity to observe the day-to-day operations of a major opera company.

## **WHEN ARE INTERNSHIPS AVAILABLE?**

Internships are available throughout the year on an ongoing basis.

## **TIME COMMITMENT**

The internship timeframe is flexible with a minimum 2-3 month commitment. Length of internship and hours worked per week can be negotiated with the Production Supervisor and Executive Assistant.

## **HOW TO APPLY**

Submit a cover letter and resume with at least two professional and/or academic references, along with a completed Internship application (available online at <http://www.seattleopera.org/company/employment/internships.aspx>) to:

Seattle Opera Internships  
Attn.: Production Supervisor  
P.O. Box 9248  
Seattle, WA 98109

An interview in person (preferably), or by telephone (if necessary), is required.

**Your college may give credit for your experience. Check with your advisor or department.**