



## **ADMINISTRATION AND BOARD RELATIONS INTERNSHIP**

### **WHO CAN APPLY?**

Those who apply for this internship should enjoy the process of learning through practical hands-on experience, with a keen interest in arts management, board governance best practices, project planning, racial equity and social impact, and arts advocacy. Applicants must be energetic self-starters, with an eye for accuracy, and demonstrate top notch skills in diplomacy and discretion.

Strong MS Office, data entry, project coordination, and writing skills are required. Applicants from diverse backgrounds and communities are encouraged to apply.

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

Under the supervision of the Associate Director of Administration in the General Director's office, the Intern will assist with day-to-day operations and executive support, as well as special projects, research, calendars, travel arrangement, and meetings planning. When appropriate and as directed, the Intern may be invited to attend rehearsals, and to observe board and committee meetings. The Intern will be expected to sign and adhere to Seattle Opera's confidentiality policy.

### **WHEN ARE INTERNSHIPS AVAILABLE?**

Internships are available throughout the year on an ongoing basis, as needed.

### **TIME COMMITMENT**

Applicants must be willing to make a minimum 3-month commitment. Intern hours will be a minimum of 12 to 15 hours per week during normal business hours, with occasional evening and weekend engagements as available. Hours can be flexible, but please be willing to keep regular days/hours in the office.

### **HOW TO APPLY**

Submit the following materials:

- Seattle Opera Internship Application
- Resume/CV
- Cover letter explaining reasons for interest in the internship, desired learning outcomes, past work and educational accomplishments, and future goals

Please email materials to [jobs@seattleopera.org](mailto:jobs@seattleopera.org) with "Internship" and the name of the internship (or internships) you are seeking in the subject line.

Seattle Opera Internships are non-paying positions and we cannot offer housing or the service of finding the intern housing. Your college may give credit for an internship. Please check with your advisor or private instructor.