

SEATTLE OPERA.

FINANCE DEPARTMENT INTERNSHIP

WHO CAN APPLY?

Applicants must have familiarity with Microsoft office suite, specifically Excel and Outlook. Knowledge of accounting is not necessary but will be helpful. Ideally the intern will have an interest in non-profit operations and finance; appreciation of performance art, theatre, or opera is likewise not required but will contribute to your experience. Interns are invited to attend dress rehearsals of all operas during their internship.

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 Controller and other members of the finance staff on the day-to-day operations of the department. Duties may include but are not limited to:

- Developing reports or workbooks in Excel
- Entering expenses
- Preparing financial transactions such as journal entries
- Creating and organizing legal files
- Preparing materials for staff trainings
- Assistance preparing materials as requested for the annual audit
- Other various duties as needed

This is an opportunity to observe the day-to-day financial operations of a major non-profit corporation.

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 Controller.

HOW TO APPLY

Submit the following materials:

- Seattle Opera Internship application
- Cover letter
- Resume/CV

Please e-mail materials to jobs@seattleopera.org, please write “Internship” in the subject line followed by the internships you are interested.

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.