

Job Title: Arts Administration Intern

Reports to: Company Manager

Works Closely with: Director of Production, Artistic Administrator, Select Music and Artistic Staff

About Sarasota Opera

Sarasota Opera, which owns its 1926 historic theater, renovated in 2008, produces a winter festival season with four operas in repertory from January to March, and a fall season of varying size. Throughout both seasons, Sarasota Opera offers additional special events and concerts.

Position Summary

The Arts Administration Intern is a seasonal independent contractor. The successful candidate will gain firsthand knowledge of the processes and operations of a professional "Rep" opera company. The fast paced, demanding work environment will help the candidate gain critical prioritization, organization, and collaboration skills.

Duties may include but are not limited to:

Company Management

- Assist with travel and housing of company including booking flights, troubleshooting housing problems and checking company into and out of housing units.
- Create welcome packets and assist company completing required paperwork.
- Maintain contact sheets and other lists for management.
- Assist in the planning and set-up of company parties and other special events.
- Assist the Company Manager in maintaining the health and wellness of the company, including transporting artists to medical appointments, and providing other transportation as required.

Production

- Assist Music Administrator as needed.
- Perform research for the Artistic Administrator, set designers and the Director of Production including research for future productions.
- Document current and future productions.
- Assist in the management of supers and children appearing in Sarasota Opera productions
- Take rehearsal notes for stage directors
- Assist with the programing and running of Supertitles
- Process invoices and order office supplies for all production departments.

Required Knowledge and Skills

The successful candidate will be self-motivated, detail oriented, possess excellent communication and organization skills and have the ability to prioritize multiple tasks effectively. Proficiency with MS Word, Excel and online research strategies are required. The ability to read music is required. Interest and/or experience in opera, arts administration, music and/or theatre production are preferred. Must hold valid driver license and current auto insurance. Vehicle required.

Dates and Pay

- Winter Season: Beginning of January to late March
- This is a seasonal independent contractor position. The weekly stipend is \$300. Shared company housing and travel provided.

Please Note

- We encourage BIPOC, LGBTQ+ candidates, and other historically excluded identities to apply.

Send resume and cover letter to prodjobs@sarasotaopera.org with "Arts Administration Intern 25-26" in the subject line. For more information, visit: www.sarasotaopera.org. EOE