



Job Title: Sarasota Opera Costume Studio Data Assistant

Reports to: Resident Costume Designer and Costume Administrator

Required Hours: Preferably 5-10 hours per week on a semi-regular schedule.

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

Assistance is needed in the rental area of the Sarasota Opera Costume Studio. Tasks include, updating the costume database, pulling data from internet sources for marketing activities, and entering data in the customer relationship management system.

Requirements

Familiarity with Microsoft Office applications, particularly Microsoft Excel and Word. Fluent typing and data-entry skills. Ability to do internet searches and enter data into web-based database tools. Reliability in data input. Someone with HTML/web content management tools would be a plus.

Training

Training on web-based customer relationship management and inventory systems.