

Internship Notice

Title:	Education Marketing & Communications Intern
Department:	Education
Supervisor:	Director of Education & Community Programs
Effective Date:	September 1, 2019

Summary

The Education Marketing & Communications Intern will assist with departmental communications and relations with schools and families, primarily focused on Student Night at the Opera. The Intern will also assist in event management for Student Night at the Opera and Family Operas.

The Intern will work closely with the Director of Education and will actively engage in not only program management and marketing, but also community relations through Opera Carolina's education programs.

Expectations

This internship is unpaid and may be completed as Fall-semester only or span the full academic year. The internship will be comprised of 10-15 hours of work per week; a minimum of 5 hours per week is to be completed on-site in Opera Carolina offices

Description

Student Nights at the Opera

- Grow and organize current education department marketing lists
- Develop communications/marketing strategy to target groups
- Create communications and execute communications/marketing strategies
- Assist with on-site event management for Student Nights
- Assess and evaluate marketing and communications strategies for each Student Night

Family Operas

- Assist with on-site event management on weekend dates

General Administration

- Update and maintain all Education Department contact rosters
- Assist with creation of departmental materials

Requirements

- *Knowledge and familiarity of opera or education skills not required; willingness to learn preferred*
- Strong communication and organizational skills
- Openness to work in a team environment
- A minimum of one semester of university or professional experience
- Ability to travel to Opera Carolina administrative offices and other community venues
- Ability to engage in some work outside of traditional office hours, including weekends
- Working knowledge of Microsoft Windows/Office, including Word, Excel, & Outlook are highly considered
- If a laptop computer and internet access is not available to you, you must be able to work all hours on-site

To apply, please send or email a cover letter, resume and at least one reference to Ashley Lam, Director of Education & Community Programs – ashley@operacarolina.org