

OSA Education & Marketing Intern Job Description

JOB TITLE: OSA Education & Marketing Intern

ORGANIZATION: OPERA San Antonio (OSA)

REPORTS TO: Madeline Elizondo, Director of Education & Outreach

JOB SUMMARY: OPERA San Antonio is seeking an intern who will work directly with the Director of Education & Outreach to assist in a range of programs and activities including development of seasonal education resources, assistance in facilitating the Summer Voice Program, and help with Marketing needs. Ideal candidates will be undergraduate students with advanced knowledge and interest in classical music, vocal performance, education, graphic design, and nonprofit administration. An OSA intern would have the opportunity to work with successful and professional level artists in the operatic arts and would receive mentorship in how to work in all major areas of our organization including: operations, development, fundraising, marketing, advertising, and outreach initiatives. This internship will be a great opportunity for the student to build their professional portfolio and to work with a dynamic team.

JOB DUTIES AND RESPONSIBILITIES:

The OPERA San Antonio summer intern will be working directly with Madeline Elizondo, Director of Education & Outreach to assist in a range of tasks and activities to include, but not limited to, the following:

- Educational Resources:
 - Development of seasonal study guides for OSA Tobin Center performances.
 - Assist in the creation of the 23/24 Education Report.
 - Create videos with instrumental tracks for the 24/25 *OPERA in Schools* program.
 - Update contact spreadsheet for school and community partners.
- Summer Voice Program:
 - Oversee preparation and set up for summer outreach events.
 - Assist with creation of PowerPoint presentations to accompany performances.
 - Create needed graphics and fliers to promote summer community events.
- Marketing:
 - Creation of 24/25 event graphics.
 - Assist in pulling and analyzing historic patron data.
 - Assist in setting up 24/25 season marketing campaign.
 - Help with patron management as part of 24/25 season subscription campaign.
 - Assist in the creation of the 24/25 season marketing materials.

REQUIREMENTS:

Qualifications:

- At least 60 hours towards an undergraduate degree in Music, Education, Vocal or Instrumental Performance, or another appropriate degree program.
- Currently enrolled as an undergraduate college student who is a Bexar County resident, attending a college or university in Bexar County or attending a college outside of the county as long as the student is a resident of Bexar County. Residency means the location where the student lives when not attending college or university. For example, if the student went to high school in Bexar County, parents live in Bexar County, or the address on the student's transcript and driver's license is a Bexar County address.
- Self motivated with the ability to work within project timelines and adjust to feedback.

- An appreciation for classical music is preferred.

Knowledge/Skills Required:

- Proficiency in Google Suite, Microsoft PowerPoint, Canva.
- Excellent written and verbal communication skills.
- Excellent interpersonal skills.
- Excellent organizational and time management skills.

Work Requirements:

- This is a 10-week summer internship with the expectation of 40 hours a week.
- Monday-Friday beginning on **June 3, 2024, and ending on August 9, 2024.**
- Provide your own transportation to the OSA office located at 115 Auditorium Circle, San Antonio, TX, 78205.
- Participate in at least two public presentations to promote the program. Dates and times TBD.

COMPENSATION:

This position pays **\$700 bi-weekly** with time sheets submitted each week. Pay is provided twice a month (1st and 15th), half a month in arrears. No benefits are offered with this position.

APPLICATION PROCESS:

Please submit ALL of the following materials in PDF formats:

1. Cover letter
2. Resume
3. List of references

To: Madeline Elizondo, Director of Education & Outreach, via email to madeline@operasa.org.

ORGANIZATION DESCRIPTION:

OPERA San Antonio was formed in 2010 as the resident opera company of the Tobin Center for the Performing Arts. OSA produces two world-class operas per season at the Tobin Center in addition to creating opportunities through education and community events. Programs include *Explore Opera for Kids!* in partnership with the Opera Guild of San Antonio and the San Antonio Public Library system; *Behind the Scenes*, which provides students with access to discussions with the creative team and invitations to attend productions free of charge at the Tobin Center; *OPERA in Schools*, a program offering 20-50 minute interactive presentations for K-12 students; and a summer *Young Artist Program* in collaboration with the Classical Music Institute offering three tiers of training for artists at all levels. Since its founding, OSA has formed important partnerships within the arts community and remains dedicated to making opera an important part of the cultural fabric of San Antonio. The company will continue to create and promote educational programs that encourage the community to venture out and experience the arts.

MISSION STATEMENT:

OPERA San Antonio exists to produce opera of uncompromising artistic quality and to enrich our community through outreach. The company is committed to preserving and sharing opera as an art form that is relevant, engaging, and accessible to residents and visitors of all ages and backgrounds. OSA strives to foster meaningful cultural activities by broadening public participation in the arts. The civic premise of OPERA San Antonio's mission is that the city needs, and the citizens deserve, access to the major performing arts.