

Opera Cabal is growing rapidly. We are seeking administrative interns to pursue a range of important activities that assist Opera Cabal in advancing its mission while also giving interns important, hands-on arts administrative experience. Those interested in an internship with Opera Cabal are strongly encouraged to explore this website, join the ensemble's email list, attend performances, and become familiar with the range of the organization's activities.

Expectations

Administrative interns will work closely with the Operations Manager and Executive Director of Opera Cabal in all areas of nonprofit management, including day-to-day operations, fundraising, development, publicity and marketing.

Opera Cabal considers interns part of its administrative staff, contributing significantly to the running of the organization. The organization offers meaningful tasks and independence in proportion to interns' demonstrated abilities. Supervision is offered to overcome barriers, provide direction and resources, and to develop judgment. Interns should be self-motivated, resourceful, well-organized, comfortable with seeking assistance, able to approach obstacles creatively, and able to work alone or in a group. Opera Cabal will try to match interns with work that aligns with their interests and skills. Project-specific short-term (1 month) internships are also available and will utilize a specific skill, e.g. research, writing, editing, design.

Compensation

All internships are unpaid. We strive to make the experience as worthwhile as possible. Participants are compensated through the experience, knowledge, and connections made available while working. Successful internship candidates are encouraged to consider what skills they have to offer, as well as what they are looking to receive from such an experience. If the internship is productive and positive, Opera Cabal will happily serve as a reference for future job possibilities.

Commitment

Opera Cabal is looking for interns to serve with the organization for 5+ hours per week for a minimum of 6 months. We are unable to offer room and board for interns except in special circumstances (tours, etc).

Specific Roles and Responsibilities

Duties may include:

- Organization and attendance at every-other-monthly salon series in Hyde Park (greeting audience members, confirming with performers, arranging for audio/visual needs of performers and coordinating with the curator and the salon hosts with setup/strike of the salons). Experienced interns will have the opportunity to act as guest curator for the salons in the 2011-12 year.

- Creation, maintenance, editing and filing of official records, meeting agendas and minutes, databases (including contacts, letters of agreement, programs, performances, donations, etc.)
- Coordination and attendance at quarterly meetings of Board of Directors (confirming a meeting space, distributing materials, handling RSVPs, taking minutes).
- Participation in all activities associated with Opera Cabal's public performances (including attendance at development, marketing and technical meetings, and performing stage managerial roles connected with performances).
- Audience development, including but not limited to: website development and maintenance, creating a database of Chicago and New York area contacts, developing audience surveys, collecting contact information, coordinating the promotion of performances through advertisements, ticket giveaways, online media, etc.

Please send letters of inquiry, along with a current CV, to Peter Weathers at p@operacabal.com.