



ANCHORAGE OPERA

Internship Opportunities at AO

AO offers Fall, Spring, and Summer internships in its Development & Planning, Marketing & Communications, and Production departments. We offer a \$75 bi-weekly stipend or academic credit. Intern schedules are flexible ranging from 6 hours to three full days per week, between 10am-6pm, with occasional extra hours for assisting with productions and events.

Although interns are attached to specific departments and staff supervisors, they occasionally are asked to fulfill duties or projects for other departments. This gives interns a taste of multiple aspects of AO and its operations, and we encourage interns with varied interests to explore them.

Interns are welcome to attend opening and closing night performances and parties, and community and educational events.

For all internships, please mail, fax, or e-mail your resume and a brief letter of inquiry to:

Torrie Allen
General Manager
Anchorage Opera
1507 Spar Avenue
Anchorage, AK 99501
907.279.2560
tallen@anchorageopera.org
www.anchorageopera.org

Application Deadlines:

Summer (May - August): March 15
Fall (September - December): July 15
Spring (January - April): November 15

Interviews:

Once specific members of our staff have collectively reviewed all of the applications for a particular internship season, we will contact finalists to arrange interviews or request additional information. Interviews usually are scheduled within 2 to 4 weeks of application deadlines. Please indicate in your letter of inquiry whether or not you would be available for an in-person interview at our offices. A phone interview can be arranged for out-of-town applicants.

Application Tips:

- Please send only a resume and cover letter. Letters of recommendation are neither required nor expected. If you are granted an interview, we may ask you to provide the names of two references.
- In your letter of inquiry, please specify the departments in which you'd like to work, in order of preference.
- Please take the time to review our website and convey in your letter some understanding of AO's work, mission, and history.
- Please refrain from calling our offices unless we have called you. Instead, use e-mail to ask questions and/or follow up on your application.

- We review internship applications three times per year, **not** on a rolling basis. Applicants are welcome to submit their materials far in advance of the deadlines, but all resumes will be reviewed and interviews arranged **after** deadlines have passed. Sending in your materials early shows interest and initiative, but unfortunately we cannot grant you early consideration.
- International applicants must secure an Exchange Visitor or Foreign Student visa to work at AO. Inquire with the U.S. Embassy or the consulate with jurisdiction over your place of permanent residence about visa application procedures. International applicants must take full responsibility for arranging their travel, travel documents, and housing accommodations.

Management Internships

Marketing Interns assist with mailings, filing, errands, press kits, research, and ticket requests, and provide general administrative support to the Communications department. Interns contribute to the long-term project of AO's press archive, which entails organizing and cataloguing past press articles, features, and reviews. Applicants should be interested in learning about AO's institutional and production history.

Development Interns assist with donor research, filing, mailings, and occasional errands. Good typing skills and an interest in fundraising are helpful. Interns also assist with special events, including opening night parties and benefits.

Artistic Internships

Artistic Interns work closely with AO's General Manager and Associate Artistic Director. Artistic interns assist in the management of principal artists and chorus including arranging artists' travel and corresponding with participants. Stage management and/or company management experience is helpful.

Production Internships

Production Management Interns work with the Production Manager and Technical Director performing a variety of general duties including assisting with cataloguing inventory, shopping for props, taking production notes, etc. Applicants should be extremely well-organized and interested in learning the day-to-day coordination of all scenic, lighting, costume, and sound needs for AO productions.

Wardrobe/Costume Interns assist the Costume Shop Supervisor with basic sewing and costume preparation, dressing the artists during performances and taking notes during rehearsals. Previous costuming experience a plus but not necessary. Basic sewing skills needed. Wardrobe interns should be prepared to commit to the entire run (5 weeks) of the show to which they are assigned.