



## Mineral Point Opera House Internship Summer 2024

### Position Summary

The intern will assist in the daily operations of the Mineral Point Opera House, under the direction of the Theater Manager.

**Target Start Date:** June 3, 2024

### Duties will include:

- Assist with all aspects of coordinating events in the theater
- Help with the distribution of promotional materials and advertising; including social media, print materials, event calendars, and an email newsletter
- Manage the social media accounts of the Opera House; creating consistent, attractive content and finding new ways to engage an online audience
- Staff the box office as needed
- Assist in volunteer coordination
- Maintain inventories of concessions products and create a list for ordering
- Work on data entry projects as assigned
- Choose a project to be managed independently (with guidance from the Theater Manager) and to be completed by the end of the internship. The project will be chosen from a list of pre-selected tasks that address the current needs of the Opera House operations.

### Essential Competencies

- **Effective Communication** – Able to effectively communicate and collaborate, in both written and verbal formats, with a variety of audiences including staff, volunteers, and the public
- **Time Management** – Able to quickly pivot and navigate in a fast-paced environment, self-motivate, and track projects
- **Attention to Detail** – Thorough, conscientious, maintains high standards. Alert for ways to make improvements.
- **Teamwork** – Demonstrated competency working with a team in various settings and with various audiences
- **Partnership Building** – Enjoys collaborative decision-making, and values cultivating relationships and outreach
- **Stewardship** – Demonstrates a passion to effectively steward the Opera House and Mineral Point history for the benefit of the historic property, community identity and downtown revitalization efforts

**Qualifications**

- Recent high school graduate or current college student preferred, but not required
- Related experience or interest, preferably in the non-profit sector, the performing arts, or historic property management
- Computer literate; willing and able to learn to use various information and social media platforms
- Willing and able to work variable hours, including some evenings and weekends
- Must be able to lift a minimum of 40 pounds

**Wage and Hours**

- \$10/hour, no other benefits provided at this time
- Variable schedule with some evenings and weekends required
- 10-15 hours per week

Please email a resume and cover letter to [info@mpoh.org](mailto:info@mpoh.org). Applications received by May 20th will be given priority.