



Mineral Point Opera House Internship Summer 2025

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 2, 2025 or sooner

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. Applications received by April 30th will be given priority.