



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 the development of seasonal education resources, assistance in facilitating the summer Young Artist 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 on 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:
 - Assist in the creation of the 24/25 Education Report.
 - Create videos for the 25/26 *OPERA in Schools* program.
 - Assist with a Marketing Plan for the promotion of seasonal education and community programs.
- Summer Young Artist Program:
 - Attend all outreach events and capture mixed media (videos and photos).
 - Oversee preparation and set up for summer outreach events. Must be capable of lifting up to 45 pounds and willing to transport equipment.
 - Assist with the creation of PowerPoint presentations to accompany performances.
 - Create needed graphics and fliers to promote summer community events.
- Marketing:
 - Creation of 25/26 education-related graphics.
 - Assist in setting up a 25/26 Education marketing campaign.
 - Help with patron management as part of the 25/26 season subscription campaign.
 - Assist in the creation of the 25/26 season marketing materials.
 - Assist in creating and updating events in community calendars.

REQUIREMENTS:

Qualifications:

- At least 60 hours towards an undergraduate degree in Marketing, Education, Arts Administration, or other appropriate degree. A background in Vocal or Instrumental Music is a plus.
- Self-motivated with the ability to work within project timelines and adjust to feedback.
- An appreciation for classical music is preferred.
- 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, the parents live in Bexar County, or the address on the student's transcript and driver's license is a Bexar County address.

Knowledge/Skills Required:

- Proficiency in Google Suite, Microsoft PowerPoint, and 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 2, 2025, and ending on August 8, 2025.**
- 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.
- Must be available to work in person; however, hybrid options are available.

COMPENSATION:

This position pays between **\$700-\$850 bi-weekly** based on experience. Timesheets are submitted weekly. 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.