Organization Name: The Atlanta Opera

Address: 1575 Northside Dr NW
         Bldg 300, Ste 350
         Atlanta, GA 30318

Phone: 404-881-8801
Fax: 404-881-1711
Web site: www.atlantaopera.org

Internship Supervisor: Emmalee Iden, Education Manager

Supervisor’s contact information including e-mail: 404-881-8883; eiden@atlantaopera.org

Organization’s Mission Statement: The Atlanta Opera strives to present opera productions of the highest standards possible, while fostering education about the art form and encouraging its growth with services and programs designed to fill the needs of the community.

Summary of organization’s primary programs and services: The Atlanta Opera produces three mainstage productions each season that are presented at the Cobb Energy Performing Arts Centre. In addition to our mainstage productions, the company also provides extensive education programs for both children and adults throughout the year including annual Studio Touring Production, High School Opera Institute, Opera Workshops, Opera Family Day, Opera 101, and other special programs.

Intern’s title: Arts Administration Summer Intern

Number of interns requested by this organization? One or two

Internship project/job description: The Atlanta Opera arts administration internships are designed to connect the learning goals of our interns to
hands-on experiences and training in the field of arts administration. Through this internship, it is expected that the intern will achieve the following:

- Gain a working knowledge of arts administration
- Observe a professional arts organization’s staff functions and processes
- Begin developing a contact list and build professional relationships

Interns gain a wide range of experience working in each of the company’s departments including education, marketing, development, and production. Atlanta Opera interns are also provided with professional development training workshops, networking opportunities, guest speakers, presentations by department heads, and employee discount on Shop Opera merchandise. Interns are accepted for fall, spring, and summer semesters. Intern projects may include but are not limited to the following:

- Attend staff meetings and meet with individual staff members
- Draft press releases and newsletter articles
- Assist with preparation of educational materials
- Research potential group sales clients
- Research potential donors (individual, corporate, foundation)
- Assist with proposal preparation and donor acknowledgement
- Assist with updating and maintenance of company database
- Assist with special events

Qualifications:

- Interest in the performing arts and/or nonprofit management
- Strong written and verbal skills
- Strong organizational skills
- Ability to self-initiate and manage multiple projects simultaneously

If there are other requirements for this position, security check, drug screen, immunizations, please note them here: None

Will the internship require that the student have a car? No

Is placement site accessible by public transit or other transportation options? The Atlanta Opera Center is located on the MARTA bus line.