

Washington National Opera

The following placements are available with the Washington National Opera Administrative Offices:

[Artistic Operations Intern](#)

WNO: Artistic Operations Intern

Description: Washington National Opera produces opera at the highest artistic level, presenting classic, contemporary and American operas that inspire and enrich our audiences and community. The Artistic Operation Department supports in planning and budgeting future seasons, contracting and managing all performing artists and production personnel, manages and schedules all rehearsal needs. Intern candidates should be detail orientated, organized and open to learn from both the exciting as well as routine day-to-day operations of a producing company.

Learning Objectives:

1. **Contract Preparation:** Intern will assist artistic staff in drafting artist contracts and overseeing the contract process.
2. **Database management:** Intern will gain experience in working with ArtsVision, a web-based scheduling, reporting and contact list software, gaining wide usage in the performing and presenting Arts community.
3. **Audition management:** Intern will learn how small and large-scale auditions are planned and executed.
4. **Rehearsal Coordination:** Intern will gain hands-on experience with the many moving parts of how rehearsals are planned and executed in a busy studio setting.
5. **Artistic Correspondence:** Intern will communicate with artist managers to communicate artist availabilities as well as communicate with managers to facilitate an artist's engagement and arrival in Washington.

Placement Projects: In addition to administrative duties as assigned, Washington National Opera Artistic Operations Intern will contribute to the following ongoing projects during their internship experience:

Placement Project A: Auditions: Intern will assist with the departments various auditions as they occur, including the annual Chorus auditions that occur at the beginning of the Spring semester - preparing audition documents, assisting with the running of the auditions, and data processing following the audition.

Placement Project B: Contract Management: Intern will assist Manager of Artist Contracts in preparing official documents and processing artist payments.

INTERNSHIPS

Placement Project C: Budgeting and Payroll procedures: Intern will assist with payroll procedures and expense tracking for seasonal artists, as well as assist Manager of Artistic Operations in creation and management of Artistic budget.

Placement Project D: Special Projects: Intern will assist with special projects such as Opera in the Outfield, libretto readings, opening night celebrations and young performer supervision.

Placement Project E: Orchestral Auditions:

- 1) Receive and process musician resumes
- 2) Prepare audition material packets
- 3) Receive and track audition acceptance

Assist with the setup and teardown of auditions

Ready to apply?

[Click Here](#) to visit our website and submit an online application!