



Job Title: Administration Assistant Intern  
Reports to: Youth Opera Coordinator  
Works Closely with: Piano Intern, Teaching Assistant Intern, Education Staff

### **About Sarasota Opera & Sarasota Youth Opera**

Since 1984, Sarasota Youth Opera has given thousands of young people an opportunity to experience the joy of opera firsthand through participation in fully-staged Youth Opera productions, Sarasota Opera Main Stage productions, summer camps, and concerts throughout the community.

Sarasota Youth Opera offers an annual summer camp for youths ages 8 and above to introduce them to the wonderful world of opera! Led by a team of seasoned professionals, this day camp delves into the elements that go into opera such as singing, acting, movement, costumes, wigs and make up, props, and includes a final demonstration for friends and families.

### **Summer Camp Intern Information**

Summer Camp 2025 runs from June 9<sup>th</sup> through June 27<sup>th</sup>. Interns arrive on or before June 4<sup>th</sup> to engage with training, meetings, and to aid in camp preparation. Interns are expected to work 35-40 hours a week, with camp running from 10:00-4:00 PM and early drop off (8:30-10:00 AM) and late pick up (4:00-5:00 PM) available.

### **Position Responsibilities**

- Directly assist instructors and campers in the various classes when needed
- Assist with daily check-in and check-out activities
- Conceptualize, capture, and execute social media content
- Assist with the planning and set-up of closing party and special events
- Assist with coordination in final presentations
- Supervise and monitor the health and well-being of campers
- Assist with daily camp operations as assigned

### **Qualifications**

- Available June 4-6<sup>th</sup> for training
- Available June 9-27<sup>th</sup> for all 3 weeks of Summer Camp
- A valid form of Photo ID and Social Security Card
- No Criminal Record- all chosen candidates will undergo a background check to qualify them to work with children. (Fee covered by SOA)



- Applicants must be 18 or older and graduated from High School to apply
- Experience working with children
- Major/focus in arts administration, music, education or arts preferred
- Experience with photography/video and digital marketing preferred

### **Intern Benefits**

- \$500 Stipend
- Free Housing in a shared apartment in a building owned by Sarasota Opera within walking distance
- Parking Pass at Downtown Sarasota garage
- Weekly Vocal and Acting Masterclasses with Sarasota Opera professional staff
- Private Coaching with Stage Directors and Italian and French language coach
- Masterclass and Q&A with Administration Department Heads to learn aspects of Arts Administration
- Saturdays & Sundays off

### **Please Note:**

We encourage BIPOC, LGBTQ+ candidates, and other historically excluded identities to apply.

### **How to Apply:**

Please apply using the application form linked below. If you have any questions, please reach out to Cameron Maxwell, Youth Opera Coordinator at [cmaxwell@sarasotaopera.org](mailto:cmaxwell@sarasotaopera.org)

[CLICK HERE TO APPLY](#)