

November 16, 2016

Dear Internship Candidates;

Guerilla Opera is a Boston-based, artist-lead experimental opera company and 501(c)3 non-profit organization. Our mission is to commission new chamber operas written specifically for our ensemble of artists, and to perform in intimate settings without the use of a conductor or formal music director.

This, our 10th Anniversary Season, features a new production of *Loose, Wet, Perforated* with music and libretto by Nicholas P. Vines in September 2016 and the world premiere of *Play, the Game or Game, the Play* with music and libretto by composer and theater artist Rick Burkhardt in May 2017.

We are looking for individuals who are: positive and enthusiastic; knowledgeable about the arts, music, and specifically **NEW MUSIC**; computer skilled; tech-savvy; friendly; organized and responsible; and able to work and communicate well with Guerilla Opera's staff to fill the following internship positions:

- **MARKETING**
- **AUDIENCE DEVELOPMENT**
- **SOCIAL MEDIA MARKETING**
- **MUSIC AND ENSEMBLE MANAGER**

To apply please send your resume and cover letter **by November 21st** via email to:

Aliana de la Guardia, General Manager

alidelaguardia@guerillaopera.com

Please ask all questions and submit all materials via email. No phone calls please.

Kindly,

Aliana de la Guardia

General Manager



GUERRILLA OPERA INTERNSHIP PROGRAM

Guerilla Opera's internship program is designed to provide experience to individuals seeking administrative experience in the performing arts from a Boston-based artist-lead company in the process of expanding.

The Guerilla Opera Internship Program is an unpaid internship, with the possibility to grow. It involves in-office, rehearsal room and some at-home work. Interns will meet with the General Manager, Artistic Director or other member of our staff once a week and not less than twice a month. More availability is required during production times.

Come with fresh eyes and ideas! We are a team and value your constructive input.

INTERNSHIP PERIOD

December 5th, 2016 through June 3rd, 2017. Development workshop in January 2017 and rehearsals for our May 2017 production beginning in April. We can be flexible with availability and conflicts such as rehearsals or classes.

ARTISTIC AND PRODUCTION DEPARTMENT OPPORTUNITIES

We are looking for individuals who are knowledgeable about the arts, music, and specifically new music; must be able to read music and interpret a score; computer skilled, friendly, **organized and responsible**; positive and enthusiastic; able to work and communicate well with the artistic director, performing artists, composer, and other members of Guerilla Opera's production staff.

MUSIC & ENSEMBLE MANAGER

Under the supervision of the Artistic Director the Music & Ensemble Management Intern will:

- Assist the Artistic Director in creating the master rehearsal schedule:
 - Contact performers and collect paper work
 - Collate performer availability
 - Assist in creating the final master schedule.
- Attend all music and full-staging rehearsals to:
 - Assist in setting up the rehearsal room
 - Assist percussion load in
 - Relay musical questions and answers between the artists and composer
 - Relay ensemble needs such as number of chairs and stands to the production team (percussion set up measurements, number of chairs, stands and stand lights)
- Assist the Artistic Director in organizing any audio or amplification needs
- Manage singer auditions when necessary:
 - Create and post audition notices
 - Arrange for a pianist
 - Schedule audition room
 - Monitor the door, greeting and collecting singer information, and keep auditions running on time.

- Attend each performance and lend front-of-house support to the Boston Conservatory at Berklee Box Office and support Guerilla Opera’s delivery of successful shows.
- Support the work of the Artistic Director and undertake any other tasks as may be deemed reasonable and appropriate.

MARKETING DEPARTMENT OPPORTUNITIES

We are looking for individuals who are knowledgeable about the arts, music, and specifically new music; computer skilled, tech-savvy, friendly, **organized and responsible**; positive and enthusiastic; able to work and communicate well with the General Manager and other members of Guerilla Opera’s production staff.

MARKETING OFFICER

Under the supervision of the General Manager the Marketing Officer will:

- Act as a key copy writer. Generate persuasive marketing copy for productions and activities
- Produce press releases for productions and activities
- Write and schedule e-blasts from the company’s **Mail Chimp** account
- Update the company website through the company’s **Wordpress** account
- Create the production program booklet
- Assist the General Manager and other staff in planning season events
- Network and represent Guerilla Opera at industry events, internal events and meetings.
- Manage and recruit Guerilla Opera volunteers for events
- Collaborate with the Social Media Marketing intern by posting live during live streamed performances.
- Attend each performance and lend front-of-house support to the Boston Conservatory at Berklee Box Office and support Guerilla Opera’s delivery of successful shows.
- Support the work of the General Manager and undertake any other tasks as may be deemed reasonable and appropriate.

AUDIENCE DEVELOPMENT OFFICER

Under the supervision of the General Manager the Audience Development Intern will:

- Identify and post to event websites such as Stage Source and ArtsBoston, etc.
- Organize comp ticket offers and reduced price tickets to various local organizations
- Organize program ad swaps with other local performing arts orgs:
 - Keep ad-swap list up-to-date
 - Contact list members with opportunities
 - Collect Program Ads
 - Distribute our program ads
- Organize Program Ads Sales:
 - Create a list of companies to contact
 - Contact list members
 - Collect Program Ads
- Assist the General Manager in creating an email list for live-streamed events and performances.

- Attend each performance and lend front-of-house support to the Boston Conservatory at Berklee Box Office and support Guerilla Opera’s delivery of successful shows.
- Network and represent Guerilla Opera at industry events, internal events and meetings.
- Support the work of the General Manager and undertake any other tasks as may be deemed reasonable and appropriate.

SOCIAL MEDIA MARKETING OFFICER

Under the supervision of the General Manager Social Media Marketing Intern will:

- Assist in the management of Guerilla Opera’s social media accounts through the following to promote a global online presence:
 - Organically grow followers
 - Engage with followers
- Work with the Marketing & Audience Development Intern to create:
 - Scheduled rotating content
 - Production specific marketing plans
 - Live stream marketing
- Work with the Marketing & Audience Development to create a social media plan aiding in the creation of an email list specific to audiences who are interested in live streamed performances.
- Attend various rehearsals to take behind-the-scenes photos and short videos for circulation on social media.
- Post to social media live during live stream performances.
- Network and represent Guerilla Opera at industry events, internal events and meetings as well as documenting with photos and short videos for circulation on social media.
- Support the work of the General Manager and undertake any other tasks as may be deemed reasonable and appropriate.

APPLICATION PROCEDURE

To apply please send your resume and cover letter by November 21st **via email** to:

Aliana de la Guardia, General Manager
alidelaguardia@guerillaopera.com

Please ask all questions and submit all materials via email. No phone calls please.