

Internship Opportunity - Lowbrow Opera Collective

# Board of Directors, Student Representative



## Overview:

The Lowbrow Opera Collective Board of Directions is seeking an intern to serve as a student representative on the Board. As an intern, you will be an observer on the Board, joining Board meetings and receiving all Board communications. While you will not have voting rights, you will be a valued participant in all discussions, and be called upon for contributions and comments as an appointed Director would be. You will also assist with creative and production projects and gain valuable arts administration experience. The position can be curated to your interests while supporting Lowbrow Opera Collective's mission of evolving the art of opera by telling new and relevant stories to diverse audiences.

The internship is for a flexible term, to be determined based on your availability and the needs of the organization. A minimum 3 month term is required, and a maximum 12-month term can be offered with an option to extend.

## Responsibilities and Duties:

- Attend Board Meetings, participate in discussions, and stay on top of Board communications (primarily by email).
- Participate in at least one Board committee based on your interests. Options include:
  - *Marketing* - work with the Marketing Committee in managing social media accounts, developing creative print and visual media, maintaining our website through the Squarespace platform, contributing to the development of a content guide and templates.
  - *Production* - work with the production team for any one of our season productions. Each production provides opportunities including venue selection, casting, supporting the director and stage manager, outreach, marketing, logistics, and more!
  - *New Works Selection* - assist our annual *New Works Committee* in researching works, meeting composers, putting out calls for specific projects, and sorting submissions. The *NWC* presents their proposal to the full Board each year for the selection of works for the upcoming season.

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- *Fundraising* - support production of our annual fundraiser, assist with donor relations and donor outreach, and help develop our fundraising infrastructure.
- Complete tasks assigned by Board members as part of general Board and committee duties
- Expected commitment of 15 hours per month

## Qualifications and Skills:

This internship is intended to provide learning opportunities and to be a place of growth. We are not looking for or expecting a candidate with job-ready skills in the following areas.

### Basic qualifications:

- Commitment to the organization's mission and vision.
- Interest in arts administration and/or performance.
- Ability to work both as part of a team and independently.
- Creative problem solving and flexibility.

**Preferred qualifications:** none of the following skills are required for the position, but someone with any one of the following skills is highly encouraged to apply:

- Social media management
- Marketing (design, copywriting and editing, strategy)
- Technical theater skills (lighting, sound, set design, carpentry, costume design)
- Fundraising (event planning, strategy)
- Non-profit management and administration

### Additional Info:

All Board meetings are held remotely. Presence in Seattle is not required. Meetings are typically held on the second Sunday of each month.

Applicants from historically excluded populations are especially encouraged to apply.

Please contact [info@lowbrowoc.org](mailto:info@lowbrowoc.org) to apply and include your resume. Cover letters are welcome but not required.