

Union Avenue Opera
733 N. Union Boulevard
St. Louis, MO 63108

314-361-2881
www.unionavenueopera.org



**Now accepting applications for Spring and Summer 2012
Administration/Marketing Internships.**

Union Avenue Opera is seeking two Administrative/Marketing Interns, reporting to the UAO Administrative Director, to assist with its upcoming 2012 Festival Season.

Interns will gain valuable experience in:

- Media Relations
- Group Sales
- Non-Profit Organization
- Social Media
- And much more!

Duties may include (but are not limited to) answering phones, updating press contacts, pitching to media, making cold calls, updating social media networks, website maintenance, writing press releases, arranging interviews, coordinating volunteers, and processing ticket orders.

All interested applicants should submit a resume and letter of interest to Emily DePauw, Administrative Director.

Spring Semester apply by February 17, 2012
Summer apply by March 30, 2012

Qualified candidates will currently be pursuing a four-year degree (or have recently graduated), and must be computer literate with proficiency in Windows and Microsoft Office. An interest in Arts Management or Communications is preferred, but not required.

This is an unpaid internship; however, course credit is available. Interns must have local housing and transportation. Spring internship is to be completed between March and June, summer internship between June and August with flexible hours to be agreed upon and set by both parties.

Please no phone calls.

Union Avenue Opera is an equal opportunity employer.

Email: info@unionavenueopera.org

Union Avenue Opera is a 501(c)(3) nonprofit organization registered in Missouri under the Internal Revenue Service Code.