

cantata singers

2025-26 Marketing and Production Intern

Description:

Does arts administration excite you? What about working with a small, tightly-knit, compassionate team that values working hard, reaching goals, and a healthy dose of good humor? And we top it off with a vibrant, innovative, musical mission you can be proud of.

If so, this position might be for you.

Cantata Singers seeks a motivated, responsible, communicative, and detail-oriented Marketing and Production Intern. Working closely with the Executive Director, Director of Operations and Production, Director of Marketing and Community Engagement, and Operations Associate, an intern at CS will support several aspects of our organization's processes and outreach.

This position provides a well-rounded, hands-on experience in all areas of a performing arts nonprofit with a team marked by camaraderie, professional development, curiosity, and an all-hands-on-deck approach.

As with all small-staff nonprofits, flexibility and a collaborative approach are crucial. While the duties below are important, please note that we've cultivated a team that backs one another up and helps across job description lines. Marketing staff help with operations, and vice versa; we simply get the job done. If you're comfortable in this kind of environment, we'd love to hear from you.

Duties:

Marketing and Box Office

- Support the preparation of content for weekly newsletters and social media posts (i.e. Instagram, Facebook)
- Engage with chorus members and other internal constituents to develop and create content and ideas; attend concerts and occasional rehearsals to capture marketing material
- Support the production of program books for concerts, events, and community programs
- Support Will Call and other day-of-box office needs before concerts
- Any other duties as determined by the Director of Marketing and Community Engagement and Operations Associate

Artistic Production

- Attend occasional rehearsals (rehearsals typically occur on Wednesday evenings, 2.5 hours, September-May, plus two additional 3-hour rehearsals the week of each of the four concerts)
- In collaboration with all staff, assist with preparations for any pre-/post-concert receptions
- Assist on concert day with any needs as determined by the Director of Operations and Production, such as front or back of house, stage managing, greeting, etc.

Qualifications:

- Proficiency with Microsoft Office Suite (including Word and Excel), Google Suite; fluency or willingness to learn all social media platforms
- Excellent written and verbal communication skills
- Detail-oriented and strong organizational skills
- Proactive approach and ability to work independently
- Willingness to learn: training in MailChimp, Canva, and SquareSpace will be provided; prior experience in any of these is a plus