

The Metropolitan Opera Guild

Arts Administration Fellowship Program

Thank you for your interest in the Metropolitan Opera Guild's Fellowship Program.

This program provides emerging professionals with a first-rate hands-on introduction to the field of arts administration. Administrators are too often overlooked in the arts world, but without them, the show could not go on!

Please carefully review the enclosed information and return at your earliest convenience* your completed materials of the following:

- Fellowship Application
- Cover letter
- Current résumé.

After reading this packet, if you have further questions or would like more information about the Guild's mission or programming and the types of Fellowship opportunities available to you, please contact us by emailing jobs@operaed.org

Thank you,

Dottie Allen
Community Programs Coordinator

***Priority will be given to materials received by Monday, May 3rd.** Applicants will be notified of their status no later than Monday, June 21st. The 2010-2011 Fellowship will begin Thursday, July 15, 2010 and end May 15, 2011.

A Fellow is a peer resource appointment intended to assist with successful coordination and facilitation of Guild programs.

Fellows will be recent graduates of outstanding undergraduate and graduate degree programs, intent on pursuing a career within the joint fields of arts administration and arts education. Intended to ease the transition from classroom to workplace, the Fellowship program provides a wealth of educational opportunities and career growth in a nurturing environment. Upon the conclusion of the Fellowship year, program participants will be ready to take on full-time arts administration positions in program coordination, or pursue higher learning opportunities in the field.

Guild Fellowships are full-time, 10-month positions with a total compensation of \$10,000 plus up to \$1,000 in travel reimbursement for commuting expenses.

Please note that this compensation package will not enable pursuit of a free and luxurious New York experience. Additionally, this is a full-time commitment, involving some evening and weekend hours, and it will not be possible to seek or hold secondary employment while engaged as a Fellow. However, the Guild is committed to providing a rich and nurturing experience steeped in a variety of arts administrative and educational experiences, suited to address the successful candidate's needs to obtain future employment in the field. Opportunities and experiences for professional growth include:

- Assessment and development of personal and professional leadership abilities through weekly sessions with the Community Programs Team
- Weekly Community Programs Team Feedback sessions promoting strategic development, problem solving, and team building.
- Midterm and Final evaluations

Fellowships (2) Currently Available for 2010-2011 season:

Community Programs

Fellows' are responsible for acting as a front line for the Guild in relationship building with a diverse group of Community Programs constituents through:

- Customer Service for lectures, tours, score desk, including coordination with Met House Management, Box Office, and Security; serving as liaison to the Metropolitan Opera box office and call center.
- Maintaining regular correspondence with volunteers and customers through ticket fulfillment mailings, marketing campaigns, and monthly newsletter distribution, as well as fielding questions from the volunteer hotline and coordinating volunteers at events.
- Tracking customer information and purchase history through database entry and maintenance; Staying current on customer needs, expectations, and feedback; use and compilation of surveys
- Maintaining and updating online availability and reservations for tours, lectures, score desk, and other community program events, depositing all receipts daily, including cash, checks, and credit card transactions.
- Coordination of all Opera Learning Center set-ups and strikes for Education Department use and Running Front of House and/or technical for all lectures and community program events; staffing, dispatching, and debriefing tours; as well as being trained and prepared to give a tour when needed.

The Metropolitan Opera Guild

70 Lincoln Center Plaza
New York NY 10023

Tel: 212-769-7000
Fax: 212-769-8519

Email: jobs@operaed.org

Fellowship Application

PERSONAL DATA			
NAME		NICKNAME/PREFERRED	
CURRENT ADDRESS			APT
CITY	STATE	ZIP	
HOME PHONE	CELL PHONE	WORK/OTHER PHONE	
EMAIL		ALTERNATE EMAIL	
PERMANENT ADDRESS (IF APPLICABLE)			APT
CITY	STATE	ZIP	
DATES AT THIS ADDRESS			
EDUCATION			
HIGH SCHOOL	CITY	STATE	YEAR OF GRADUATION
COLLEGE	DEGREE	MAJOR	YEAR OF GRADUATION
GRADUATE SCHOOL	DEGREE	MAJOR/FOCUS	YEAR OF COMPLETION
NON-DEGREE COURSES	INSTITUTION	AREA OF STUDY	DATES

EMPLOYMENT HISTORY			
COMPANY	TYPE OF BUSINESS	POSITION HELD	YEARS OF EMPLOYMENT
MAJOR RESPONSIBILITIES			
COMPANY	TYPE OF BUSINESS	POSITION HELD	YEARS OF EMPLOYMENT
MAJOR RESPONSIBILITIES			
COMPANY	TYPE OF BUSINESS	POSITION HELD	YEARS OF EMPLOYMENT
MAJOR RESPONSIBILITIES			
VOLUNTEER EXPERIENCE			
ORGANIZATION	NATURE OF WORK	YEARS OF INVOLVEMENT	
PROJECTS AND ASSIGNMENTS			
ORGANIZATION	NATURE OF WORK	YEARS OF INVOLVEMENT	
PROJECTS AND ASSIGNMENTS			
ORGANIZATION	NATURE OF WORK	YEARS OF INVOLVEMENT	
PROJECTS AND ASSIGNMENTS			
PERSONAL AFFILIATIONS AND ACTIVITIES			
ORGANIZATION	NATURE OF INVOLVEMENT	YEARS OF INVOLVEMENT	
ORGANIZATION	NATURE OF INVOLVEMENT	YEARS OF INVOLVEMENT	
ORGANIZATION	NATURE OF INVOLVEMENT	YEARS OF INVOLVEMENT	

SKILL SET

Please check all areas in which you have knowledge or experience:

Arts Appreciation and Performance

- Opera
- Vocal / Choral
- Instrumental
- Drawing
- Painting
- Theater

Media

- Still Photography
- Adobe Photoshop
- PowerPoint
- Graphic Design
- Audio Recording
- Audio Editing
- Videography
- Video editing

Editorial/Communication

- Writing
- Editing
- Newsletters
- Publishing

Customer Service

- Box Office / Retail
- Phone Bank / Call center
- Event Staffing

Clerical and computers

- Accounting / Bookkeeping
- PC
- Mac
- Web-based Research
- Data Entry
- Microsoft Excel
- Microsoft Access
- Finale
- HTML
- Tessitura

Foreign Languages

- French
- German
- Italian
- Japanese
- Spanish
- Other:

REFERENCES

Please provide the names of the two individuals who can provide insight to your professional and academic background, as well as the length and circumstances of their knowledge of your work. At least one should be from a non-academic reference.

NAME	HOW THEY KNOW YOU	AND FOR HOW LONG

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SHORT ANSWER	
Why are you interested in becoming a Guild Fellow?	
How did you hear about our Fellowship Program?	
INTEREST AND AVAILABILITY	
<p>I am interested in the following Fellowship positions <i>(check all that apply)</i>:</p> <p><input type="checkbox"/> Community Programs</p> <p>Please note that this compensation package will not enable pursuit of a free and luxurious New York experience. Additionally, this is a full-time commitment, involving some evening and weekend hours, and it will not be possible to seek or hold secondary employment while engaged as a Fellow.</p> <p><input type="checkbox"/> I agree to and accept these conditions</p>	
<p><i>I have completed this form to the best of my ability, and I certify that the information contained herein is truthful and complete.</i></p>	
APPLICANT SIGNATURE	DATE

Application Materials Check List (for personal use only):

- Fellowship Application
- Cover letter
- Current Résumé