



LIDLAW  
**OPERA**  
TRUST

## Internship Opportunity at the Laidlaw Opera Trust: Community and Events

We are hiring a **Community and Events Intern**. Join our team to drive positive change through connecting people, promoting collaboration and artistic excellence and delivering a world-class event

Role: Community and Events Intern  
Location: London (Hybrid – Wed – Fri in office)  
Duration: 6 weeks  
Dates: 16 September to 27 October  
Compensation: London Living Wage  
Eligibility: Laidlaw Scholars and Alumni only

Please note: Unfortunately, we cannot provide travel or accommodation support for Scholars to travel to London and back for this internship.

Are you a current or former Laidlaw Scholar eager to deepen your impact, gain hands on experience and support mission-driven work in the arts sector? We are looking for a **Community and Events Intern** to join the Laidlaw Opera Trust team this autumn for a short-term, high impact opportunity.

### What you'll do

You'll be an integral part of a team running the Business of Opera conference. Responsibilities include:

- Liaising with speakers to ensure they have all the information they need and we have everything we need from them to ensure a smooth-running conference
- Liaising with the conference venue and av team to ensure deadlines are hit
- Assisting with merchandise and décor planning for the conference including supplier research and obtaining quotes
- Ensuring that any special requirements of delegates are catered for, and assisting delegates with special requirements on the day of the event
- Supporting the Laidlaw Opera Trust research and administrative assistant with marketing, social and content creation
- Creating video short interviews with leading speakers in advance of the

- conference and creating a social campaign around the content
- Attend the event and help with registration, delegate enquiries, access enquiries and other tasks as required

## What we are looking for:

- Current Laidlaw scholar or alumnus
- Excellent attention to detail and accuracy
- Excellent written English
- Ability to work efficiently, meet deadlines and adapt to changing priorities
- Clear and confident communicator
- Proficiency in Excel
- Strong project management and organisational skills

## Bonus traits we value

- Passion for the arts, particularly classical music
- Entrepreneurial mindset with hands-on, collaborative approach
- Comfortable with ambiguity and solving problems creatively
- Self-motivated and curious
- Team player, who thrives in a fast-paced, impact-driven team

## Why join us?

- Learning and development – maximise your growth within our learning culture
- Big impact – help us follow our mission of making opera a part of everyone’s cultural capital
- Cultural kudos – learn about the challenges of running and arts organisation and meet the leading figures in opera general and artistic administration
- Hands-on experience - learn about the intricacies of running complex events
- Hybrid working – only 3 days in the office required

## Location

Hybrid role, based in Central London. You must be available to work from our office Wednesday to Friday each week during the internship period. Unfortunately we cannot provide travel or accommodation support.

## Compensation

You will be paid London Living Wage.

## How to Apply

Email [welcome@businessofopera.com](mailto:welcome@businessofopera.com) with the subject line “Community and Events Intern”

Attach Your:

CV

Cover letter explaining which you would love to join the Laidlaw Opera Trust and how your experience and skills make you a great fit.

Deadline: Monday 17<sup>th</sup> August