



Brian Garman
William E. Briggs Artistic Director & Co-founder

Natalie Johnsonius Neubert
President & Chief Executive Officer

Jonathon Loy
Director of Production & Co-founder

Administrative Associate

June 2026

Description

Founded in 2014 by Brian Garman and Jonathon Loy, Berkshire Opera Festival (BOF) is a summer opera company based in Berkshire County, MA. BOF presents fully staged productions, concerts, and community events that enrich the region's vibrant cultural landscape.

Position Summary

Berkshire Opera Festival is currently accepting applications for a seasonal administrative associate. This entry-level position is a great opportunity for someone interested in gaining experience across a variety of roles in the field of arts administration. Reporting to the President & CEO, the administrative associate will be responsible for assisting with fundraising operations, company management, social media & communications, and general office support.

Responsibilities include:

- Creating & posting social media content to BOF's Facebook and Instagram pages
- Creating email blasts, including generating electronic mailing lists
- Assisting with data entry to BOF's donor database, Bloomerang and accounting software, Quickbooks Online
- Generating and mailing acknowledgment letters and donor tax receipts
- Assisting with fundraiser and donor benefit events planning and logistics
- Preparing and managing event invitation lists, RSVPs, and event email correspondences
- Assisting with dissemination and collection of artist onboarding materials
- Assisting with company transportation, as needed



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Qualifications:

Required:

- Undergraduate degree or equivalent combination of education and experience
- Excellent written, verbal, and interpersonal communication skills
- Strong time management, organizational, and multitasking abilities
- Ability to work independently and collaboratively
- Discretion and sound judgment with confidential information

Preferred:

- Proficiency in Google Workspace and Microsoft Office
- Customer service experience
- Interest in opera and/or classical music

This is a seasonal, hourly position with a preferred start date between June 15th and July 1st, 2026. Night and weekend hours are required for specific performances and donor events. The position requires residency in the Berkshires, or within a comfortable commuting distance to BOF's offices in Pittsfield, MA. Use of a personal vehicle is also required. BOF offers the option for a hybrid in-person/remote work schedule at the discretion of the President & CEO.

To Apply

Please submit via email a current resume/CV, cover letter, and contact information for professional references to Employment@BerkshireOperaFestival.org. Cover letter will be used as a writing sample. Please address cover letter to Natalie Johnsonius Neubert, President & CEO. No phone calls, please. BOF is an equal opportunity employer.

About Berkshire Opera Festival

The mission of Berkshire Opera Festival (BOF) is to entertain and enrich the lives of people of all ages and backgrounds throughout the Berkshire region by providing accessible and affordable performances of a broad range of operas with the highest artistic standards. Each summer, BOF presents musically and dramatically compelling operatic productions, in addition to recitals and other related musical events. Adhering to the highest standards of artistic excellence, BOF is committed to restoring fully-staged opera to a place of prominence in the Berkshire community. www.berkshireoperafestival.org