

About UIA Talent

UIA Talent Agency is an entertainment enterprise with a reputation of excellence in representing a diverse roster of artists including actors for stage and screen, directors, classical singers for opera and concert, composers, playwrights, librettists, and conductors.

Our clients are engaged on Broadway, in Hollywood, at leading opera houses and symphony orchestras, and everywhere in between. Our agency consists of a team of dedicated professionals with broad industry experience who take pride in offering our clients the personal, individualized attention they deserve with the resources of a full-service, multi-disciplinary agency, setting the gold standard for talent representation worldwide.

Job Description

UIA Talent Agency is seeking multiple interns who will be responsible for administrative support, IT support, and Marketing/PR/Social Media support across departments. Versatile candidates with some subject matter knowledge of and curiosity about both opera/classical music AND film, television, theatre, and literary representation are encouraged to apply.

Candidates should be available part-time, 2-3 days per week during business hours. We are currently working in our midtown Manhattan office 1 day a week. **UIA Talent will provide college credit, monthly commuting expenses will be reimbursed, lunches provided or reimbursed, and occasional complimentary tickets to NYC live entertainment performances are available. We will gladly provide references or letters of recommendation.**

Sample Responsibilities

- Execute administrative office functions, primarily related to the onboarding and offboarding of clients
- Assist with frequent client website updates (Wix, training provided)
- Support management of social media platforms and find ways to engage with social media audiences
- Perform basic graphic design tasks on Canva and/or Adobe Illustrator
- Assist in developing and contributing to public relations and marketing activities largely related to social media and internet marketing
- Complete special projects and reports as delegated by the artist management team to streamline operations
- Provide administrative and on-site support at roster and client auditions
- Assist Agents with tracking company outreach and tracking efforts
- Conduct repertoire and programming research for Classical agents
- Perform script coverage for FTT department (training provided)

Helpful Qualifications

- Excellent communication skills, grammar, and the ability to communicate via written, oral and visual media
- An innovative self-starter with problem solving skills, creativity, ambition, and a strong work ethic
- Strong knowledge of Microsoft Windows, Microsoft Office, and Adobe Creative Suite products, with the ability to troubleshoot and solve technical problems and provide first level tech support to office staff; basic knowledge of Wix
- Keen administrative skills and knowledge of standard administrative office practices
- Passion for social media, specifically Instagram, best practices for businesses, and the ability to interpret social media analytics and report on performance
- Curiosity and ability to take initiative
- Ability to handle and respect confidential and sensitive information
- The ability to receive college credit for your work is preferred
- Sense of humor and collaborative approach

Desired span of internship: May 20-August 25, 2026 (flexible time frame)

Education:

- High school or equivalent (Preferred)

Ability to Commute:

- New York, NY 10019 (Preferred)

Work Location: Hybrid remote in New York, NY 10019

Send a 250-400 word statement of interest and professional resume to Adrienne Boris at careers@uiatalent.com