Spring, 2016

Dear Applicant:

Thank you for your interest in applying to serve on the Tempo Board of Directors for the 2016/2017 season. Minnesota Opera is an amazing organization and Tempo is an important, vibrant part of it. There is much to learn from serving on this board, many interesting people to meet and amazing opportunities to be a part of one of the leading young professional groups in the Twin Cities.   
  
The application process consists of two stages. First, you will need to complete the attached application and e-mail the application and a resume to tempo@mnopera.org. The deadline to apply is Friday, April 29. Second, you will be interviewed by members of the board’s nominations committee.

Please let us know if you have any questions.

Thank you,

Jen Engel Kristin Matejcek   
Tempo Board Chair Program Manager, Minnesota Opera   
tempo@mnopera.org [kmatejcek@mnopera.org](mailto:kmatejcek@mnopera.org)

**Leadership Application**

Name: Date:

**How did you become interested in Tempo and how long have you been a member?**

**How did you become interested in volunteering for Tempo and why are you interested in being a more involved?**

**What Tempo events have you attended? Please briefly discuss your favorite and least favorite, including why you choose an event as your favorite or least favorite.**

**Do you have any personal or professional relationships with an employee or board member of Minnesota Opera?**

**Do you have any current or past volunteer experience (including any leadership roles)?**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Skill | Experienced | Acceptable | Minimal | None |
| Budgeting /Financial Acumen |  |  |  |  |
| Business Management |  |  |  |  |
| Collaboration Ability |  |  |  |  |
| Event Planning |  |  |  |  |
| Fundraising |  |  |  |  |
| Graphic Design |  |  |  |  |
| Information Management |  |  |  |  |
| Leadership Ability |  |  |  |  |
| Marketing |  |  |  |  |
| Networking |  |  |  |  |
| Organization |  |  |  |  |
| Public Relations |  |  |  |  |
| Public Speaking/Presentations |  |  |  |  |
| Research |  |  |  |  |
| Sales/Solicitation |  |  |  |  |
| Social Media |  |  |  |  |
| Strategic Planning |  |  |  |  |
| Technology |  |  |  |  |
| Training & Development |  |  |  |  |
| Writing |  |  |  |  |

**Preferred Work Style:**

**\_**\_\_\_\_\_\_\_\_\_ Individual Contributor \_\_\_\_\_\_\_\_\_\_\_ Work in Groups

**Preferred Type of Volunteer Work:**

\_\_\_\_\_\_\_\_\_\_ Internally focused (work with other Tempo Volunteers)  
  
\_\_\_\_\_\_\_\_\_\_ Externally focused (interact with outside parties: community partners, sponsors, donors)

**Please rank the Tempo committees in order of preference (1-2), discussing why you are or are not interested in serving on each committee. (Please see committee descriptions on page 6.)**\_\_\_\_\_\_ Audience Development  
  
  
\_\_\_\_\_\_ Programming

Are you able to meet the expectations outlined in the board/committee commitment form below - including availability for two meetings per month, committee work, event attendance and opera performances?

Please indicate your availability (Yes or No) to interview on the following dates, between the hours of 6pm and 8pm.

Tuesday, May 24, 2016  
Thursday, May 26, 2016

June 7, 2016 from 6-9pm is the date set for new board member orientation. Please reserve this date and time on your calendar.

Thank you for your interest. Please submit this completed application and you resume to [tempo@mnopera.org](mailto:tempo@mnopera.org).

**Director Commitment Form**

**Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

I understand my responsibilities as a Minnesota Opera Tempo Board Member are:

* To attend all Board meetings
* To actively participate on at least one standing committee
* To follow through on special requests of the Tempo Board
* To respect and meet deadlines
* To get to know my fellow board members and educate myself about Tempo and Minnesota Opera
* To be a Tempo member in good standing(cost of an annual membership is $50)
* To attend all Tempo events to the best of your availability
* To assist the organization when help is needed to work special events and volunteer when help is needed to promote Tempo
* To be a positive ambassador for Minnesota Opera and Tempo
* To assist in building the Tempo membership by actively recruiting members and by submitting a list of personal or professional contacts who are potential members
* To give to the Minnesota Opera Annual Fund to the best of your abilities
* To actively recruit candidates for open seats on the Tempo Board of Directors
* To meet financial commitments involved in holding a seat on Board of Directors

I accept the above commitment and understand my role and responsibilities as a member of the Tempo Board of Directors.

Signature \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Standing Committees Descriptions**

**Audience Development**

This committee seeks to recruit and retain Tempo members and focuses on marketing the Tempo brand to bolster Tempo’s visibility within the community. This committee works to increase attendance to Tempo events and encourages full-season Tempo subscriptions. This committee extends invitations to bloggers and illustrators to attend Social Media Preview Nights. On the recruitment front, the committee focuses on identifying potential members and creating relationships with those prospects. In order to retain current members, the committee seeks to cultivate loyalty to Tempo and a desire to renew yearly membership. The committee also encourages Tempo members to contribute to Minnesota Opera’s annual fund. The committee works to create and build community partnerships with identified organizations. The committee collaborates with other young professionals groups in the Twin Cities to introduce new individuals to the operatic art form through our events and personal networking.

**Programming**

This committee oversees all Tempo events, with the goals of membership retention and attraction. Programming aims to multiple events each season—focusing on educational opportunities and preview events, with a social angle—as well as to strategically align Tempo with other arts organizations and philanthropic concerns in the region. The committee is dedicated to enriching members’ capacity for operatic appreciation and facilitating quality networking among individuals who share a passion for the arts.