

February 1, 2013

Dear Applicant:

Thank you for your interest in applying to serve on the Tempo Board of Directors. 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, March 15, 2013. Second, you may be interviewed by members of the Board's Nominations Committee.

Please let us know if you have any questions.

Thank you,

Benjamin Jones
Tempo Board Chair
tempo@mnopera.org

Kristin Matejcek
Marketing Associate, Minnesota Opera
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(1–3), discussing why you are or are not interested in serving on each committee. (Please see committee descriptions on page 6.)

_____ Marketing/Communications

_____ Membership

_____ Programming

Are you able to meet the expectations outlined in the board/committee commitment form? 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 date, between the hours of 6:00 p.m. and 8:00 p.m.

Tuesday, March 26, 2012

****An orientation will be set up pending new Directors availability.**

Thank you for your interest. Please submit this completed application and your resume to 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

Marketing & Communications

This committee focuses on marketing the Tempo brand to the public to bolster the ranks and increase Tempo's stature within the community, while communicating Tempo events and opportunities to both members and the public at large. The committee works very closely with Minnesota Opera's marketing & communications team to ensure that the Tempo brand is consistent with the Minnesota Opera brand.

Membership

This committee seeks to recruit and retain Tempo members. On the recruitment front, the committee focuses on identifying potential members and creating relationships with them. In order to retain current members, the committee seeks to cultivate loyalty to Tempo and a desire to renew membership. The committee also encourages Tempo members to contribute to the Opera's annual fund. Membership works to create sponsorships and for our events with local organizations. While finally, the committee collaborates with other YPGs to bring in new individuals to our events and to network.

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.