



**WASHINGTON  
PERFORMING ARTS**

We make it happen

**Organizational Position Description**

**Position Title: Special Productions Intern (Unpaid)**

**GENERAL INFORMATION: This unpaid internship program offers undergraduate and graduate students an educational opportunity to develop their professional experience and knowledge in the areas of Event Production and Management, Arts Programming, and Community Arts Engagement at a performing arts non-profit.**

**Department: Programming & Special Initiatives**

**Title of Immediate Supervisor: Director of Special Productions and Initiatives**

**About Washington Performing Arts:**

One of the most established and honored performing arts institutions in America, Washington Performing Arts continues to build upon a distinguished history of serving artists, audiences, students, and civic life. The city is truly our stage: in venues ranging from concert halls and clubs to public parks, we present a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, jazz, international genres, and dance.

Washington Performing Arts nourishes communities throughout the region by partnering with local organizations and other arts institutions, staging concerts and arts activities in the neighborhoods, involving internationally known main stage performers in community programs, and presenting locally based artists to a wider audience. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through sustained residencies and educational programs. Our achievements have been recognized with a National Medal of Arts and with two Mayor's Arts Awards from the DC Government. We embark upon our next half-century with the goals of expanding our commitment to excellence and rededicating ourselves to the motto of our founder, Patrick Hayes: "Everybody in, nobody out." Washington Performing Arts' employment decisions are made based on the business needs of the organization and qualifications of the applicants and employees.

**Organizational Diversity:**

Washington Performing Arts prizes the diversity of the organization, at every level; from programmatic content to composition of its board and staff, and is continually striving to better diversify its staff.

**Diversity Statement**

Washington Performing Arts subscribes to a policy of Equal Employment Opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, protected veteran status, religion, ancestry or national



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origin, marital status, genetic information, political affiliation, and gender identity or expression. In addition, the District of Columbia adds protection for marital status, personal appearance, sexual orientation, family responsibilities, matriculation, or political affiliation. Minorities, Women, Protected Veterans and Individuals with Disabilities are encouraged to apply.

**POSITION INFORMATION**

**Position Summary/Purpose:**

The Special Productions Intern supports programming, production, and community engagement work related to Washington Performing Arts Special Productions and the Mars Urban Arts Initiative (“MUAI”). Special Productions are large-scale projects that involve cross-departmental collaboration to develop mainstage, community, education, and broadcast events based on a specific topic or theme. Previous Special Productions have included *Of Thee We Sing: The Marian Anderson 75th Anniversary Celebration* (2013/14), Wynton Marsalis’ *Blues Symphony* (2014/15), *The Migration: Reflections on Jacob Lawrence* (2016/17), and *SHIFT: A Festival of American Orchestras* (2016/17 & 2017/18). The Mars Urban Arts Initiative is a creative platform for Washington Performing Arts and the D.C. community to celebrate and empower local artists through performances, unique educational programs, and interdisciplinary grassroots collaborations that showcase the diversity and vitality of our city. Reflective of our founder Patrick Hayes’s motto, “Everybody in, nobody out,” the Mars Urban Arts Initiative amplifies the role of local artists throughout Washington Performing Arts’ productions, educational opportunities, and special events. MUAI also curates educational workshops, master classes, and student performances that connect local students with distinguished performers, in conjunction with our signature education programs, such as the Capital Arts Partnership, Embassy Adoption Program, and gospel choirs.

**Essential Duties to be Selected from the Following**

*The assigned duties may be adjusted to complement the intern’s educational studies and interests*

- Conduct research on potential artists, partner organizations, and venues in the D.C. metropolitan area.
- Participate in meetings and brainstorming sessions with Director of Special Productions and Initiatives and community partners
- Work with Director of Special Productions and Initiatives to identify and develop performance opportunities for community artists for current and future Washington Performing Arts seasons
- Support production needs and logistics for Special Productions & MUAI events/meetings
- Serve as an on-site lead for selected MUAI events
- Work with the Washington Performing Arts external relations department to publicize program events and ensure branding includes funder acknowledgements
- Collect supportive materials and work with the Director of Special Productions and Initiatives to develop reports for funders
- Support planning of residencies for selected mainstage concerts and special productions



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- Liaise with colleagues in all departments on behalf of Special Productions & MUIA projects
- Assist the Director of Special Productions & Initiatives with the preparation of event logistics, including drafting production documents and communicating with artists, vendors, and partners
- Conduct scholarly research, with guidance from the Director of Special Productions & Initiatives, in support of developing Special Productions
- Possible English to Spanish translation projects - Bilingual applicants encouraged to apply
- Event support during key events like Politics and Art on June 13, and others

**Minimum Qualifications:**

- Current enrollment in an undergraduate or graduate program (or recently graduated)
- Experience as a performer, visual artist, or in arts administration/production

**Essential Capabilities & Preferences**

*The assigned duties may be adjusted to complement the intern's educational studies and interests*

- Must be curious and enthusiastic about community arts
- Connection to the local arts community strongly preferred
- Ability to work independently and follow directions
- Strong organizational skills
- Strong communication and interpersonal skills
- Ability to learn quickly, handle a multitude of tasks, take initiative, and work independently with little supervision
- High level of energy and ability to work well in deadline and/or pressure situations
- Knowledge of the D.C. performing arts scene or the scene in other cities
- Experience with conducting scholarly research preferred

**Specific Conditions of Work**

- General office environment & work at various performance venues
- Ability to work flexible hours preferred, regular hours will be established, but support of selected evening and weekend events is encouraged to complement the educational experience.
  - Regular work hours will be adjusted in order to accommodate evening and weekend work, in accordance with the intern's primary academic commitments.
  - 15 to 20 hours per week required
- Able to lift up to 30 lbs.

To apply, send a cover letter, resume, and contact information for two professional references to [interns@washingtonperformingarts.org](mailto:interns@washingtonperformingarts.org).