



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Position Title: Choir Management Intern (Unpaid)

GENERAL INFORMATION

GENERAL INFORMATION: This unpaid internship program offers undergraduate and graduate students an educational opportunity to develop their professional experience and knowledge in the area of External Relations at a performing arts non-profit.

Department: Education and Community Engagement

Title of Immediate Supervisor: Manager of Choir Operations

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.

Resident Ensembles: Washington Performing Arts' Gospel Choirs:

Washington Performing Arts' Children of the Gospel Choir offers children ages 9-18 an opportunity to grow vocally and develop performance skills while exploring the heritage of gospel music. Under the direction of Michele Fowlin, the 40-voice choir has performed for dignitaries at the White House, at Washington National Cathedral for the Inaugural Prayer Services for President Barack Obama, and on NBC's *Today*. The 90 members of **Washington Performing Arts' Men and Women of the Gospel Choir**, under the direction of Theodore Thorpe III, have shared the stage with gospel and popular artists from Richard Smallwood to Dionne Warwick and jazz greats from Ramsey Lewis to Wynton Marsalis and Jazz at Lincoln Center Orchestra.

POSITION INFORMATION

Position Summary/Purpose:

The Choir Management Intern will assist with overall communications and administrative processes between Washington Performing Arts, choir artistic leadership, and choir members during the performance season by working closely with the Manager of Choir Operations and Manager of Curriculum & Performance to maintain choir roster, prepare rehearsal, curriculum and performance materials, and onsite logistical support.

Essential Duties to be Selected from the Following

Assigned duties may be adjusted to complement the intern's educational studies and interests.

- Organizing, cataloging, and managing the gospel music library
- Preparing rehearsal documents, music, logistics and other detailed information for, curriculum classes and workshops
- Facilitating day-to-day communication and correspondence with artistic staff and choir members
- Manage choir performance archives and database
- Managing the choirs' social media in conjunction with external relations manager
- Providing on-site support at rehearsals, workshops, performances, and auditions

Minimum Qualifications:

- High School Diploma



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- Background in the performing arts preferred

Essential Capabilities & Preferences

- Ability to work flexible hours (including nights/weekend)
- Ability to follow directions, take initiative and work independently
- Strong organizational skills
- Excellent writing and communication skills
- Ability to learn quickly, handle a multitude of tasks
- High level of energy and ability to work well on deadline and/or pressure situations

Specific Conditions of Work

- General office environment
- Occasional work in schools, performance venues, churches, and event venues
- 20 hours per week required

To apply, send a cover letter, resume, and contact information for two professional references to interns@washingtonperformingarts.org.