



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Position Title: Education & Community Engagement 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: Assistant Director of Education

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:

This position provides overall administrative assistance to the Education & Community Engagement staff in support of the department's various initiatives. The intern will support youth and adult education programs such as Concerts in Schools, in-school residencies, master classes, and adult and children's vocal workshops. Projects will also include community engagement programs such as the Feder Memorial String Competition, Misbin Chamber Music Competition, Enriching Experiences for Seniors, and Mars Urban Arts Initiative.

Essential Duties to be Selected from the Following

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

- Providing assistance with overall administrative, logistical support, and production needs for Education & Community Engagement initiatives
- Communicating with school administrators, teachers, local artists, organizational partners, choral community, schools, and churches
- Conducting research on potential community artists, potential partner organizations, and alternative venues within D.C.
- Evaluating teaching artists during in-school residencies and performances
- Updating constituent information in Tessitura (database software)
- Working with the Washington Performing Arts External Relations department to publicize program events and ensure branding includes funder acknowledgements
- Collecting supportive materials and working with the Education & Community Engagement staff to develop reports for funders
- Creating program support materials, reports, teacher materials, and others
- Coordinating transportation, field trip opportunities, and other special events as requested
- Coordinating sign-up for select programs and assigning Teaching Artists to opportunities

Minimum Qualifications:

- High School Diploma

Essential Capabilities & Preferences

- Interest/background in the performing arts from diverse global traditions



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- Connection to the local arts community strongly preferred
- Strong organizational and interpersonal skills
- Excellent oral and written communication 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
- Computer skills: Microsoft Word, Excel (preferred)
- Some prior experience in an administrative setting preferred

Specific Conditions of Work

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

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