



**WASHINGTON  
PERFORMING ARTS**

We make it happen

**Organizational Position Description**

**Position Title: Cultural Diplomacy and Education Intern**

**GENERAL INFORMATION**

**WPA Payroll Title: Internship**

**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 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,



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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 assistance to the education staff in support of the Embassy Adoption Program (EAP). A partnership with D.C. Public Schools, EAP connects at least 80 embassies and other global partners with fifth and sixth grade classrooms who learn about a country's history, culture, arts, language, and more during the school year. This intern will be an essential part of the team that manages relationships with over 80 embassies and teachers.

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

- Providing administrative and logistical support and/or leadership for Embassy Adoption Program events, such as teacher and diplomat trainings, the EAP Diplomatic Tea, class visits, and the Mini United Nations simulation
- Coordinating transportation for EAP class field trips and events
- Observing and assisting during in-school and in-Embassy EAP activities and field trips
- Providing support to EAP diplomats and teachers as requested
- Scheduling performances and activities for the Kids Euro Festival
- Communicating with diplomats, teachers, global representatives, school administrators, local artists, and organizational partners
- Providing assistance with overall administrative and production needs for other ongoing educational initiatives
- Updating constituent information in Tessitura (database software)

**Minimum Qualifications:**

- High School Diploma
- Interest and/or background in working with D.C.'s international community

**Essential Capabilities & Preferences**

- Interest/background in the performing arts from diverse global traditions
- Computer skills: Microsoft Word, Excel (preferred)
- Prior experience in an administrative setting preferred
- Strong organizational 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 high-pressure situations



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**Specific Conditions of Work**

- General office environment
- Occasional work in schools, Embassies, performance venues, event venues
- 15 to 25 hours per week required

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