



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Position Title: Development Intern

GENERAL INFORMATION

WPA Payroll Title: Internship

Department: Development

Title of Immediate Supervisor: Institutional Giving Officer

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:

The Washington Performing Arts development department seeks an intern to provide overall support.

Essential Duties to be Selected from the Following

Individual Giving

- Assist with database management (data entry and updating donor information in Tessitura)
- Create and edit text for electronic and print materials including donation renewals, acquisitions, newsletters, and special appeals
- Correspond with individuals in regards to gift acknowledgement and benefit fulfillment.
- Research prospective donors
- Provide on-site support for at least two performances

Special Events

- Assist with event planning, execution, and follow-up of events including private recitals, receptions, and donor events.
- Create informational materials and draft correspondence (print and electronic)
- Field guest inquiries and RSVPs

Corporate, Institutional Giving

- Research potential grant opportunities
- Compile support documents for grant proposals and reports

General

- Assist with mailing projects including invitations to performances and events, gift renewals, and direct mail projects
- Assist with Board meeting preparation

Minimum Qualifications:

- High School Diploma

Essential Capabilities & Preferences

- Outstanding oral and written communication skills



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- Excellent customer service skills
- Ability to multitask and meet deadlines
- Computer skills: Microsoft Word, Excel (preferred)
- Some prior experience in an administrative setting preferred
- Interest in the performing arts

Specific Conditions of Work

- General office environment
- 20 hours per week required
- Ability to work off-site (e.g. at concerts and other events) as needed

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