



WASHINGTON PERFORMING ARTS

We make it happen

Education & Community Engagement Department

Position: Choral Management Intern

General Description:

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 50-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*, in addition to giving numerous concerts in the D.C. metro area. Under the direction of Stanley J. Thurston, the 100 members of **Washington Performing Arts' Men and Women of the Gospel Choir** have shared the stage with artists ranging from Richard Smallwood to Dionne Warwick and from Ramsey Lewis to Wynton Marsalis and Jazz at Lincoln Center Orchestra.

Duties and Responsibilities May Include:

- Organizing, cataloging, and managing the gospel music library
- Preparing materials and providing logistical support for rehearsals
- Assisting with choral management and correspondence
- Managing the choirs' social media
- Supporting the Capital Voices Project
- Providing on-site support at rehearsals and performances

Qualifications:

- Ability to work flexible hours (including nights/weekend)
- Ability to work independently and follow directions
- Background in the performing arts preferred
- Strong organizational skills
- Excellent writing and 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

Schedule/Hours

20 hours per week required. Washington Performing Arts office hours are from 9:00 am to 5:30 pm. Internship hours are flexible within this time frame and can be tailored to meet the needs of the Director of Gospel Programs and the applicant. Please note that you will be requested to work occasional evenings/weekends to assist with events.

Compensation

Washington Performing Arts offers unpaid internships. Complimentary tickets to performances may be offered, subject to availability.