



WASHINGTON PERFORMING ARTS

We make it happen

Education & Community Engagement Department

Position: Intern

General Description

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.

Duties and Responsibilities May Include:

- Providing assistance with overall administrative, logistical support, and production needs for Education & Community Engagement initiatives
- Communicating with the school administration and teaching community, 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

Requirements:

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

Schedule/Hours

20-25 hours per week required. Washington Performing Arts office hours are from 9:00am to 5:30pm. Internship hours are flexible within this time frame and can be tailored to meet the needs of the Education & Community Engagement department and the applicant.

Compensation

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