



WASHINGTON PERFORMING ARTS

We make it happen

Education & Community Engagement Department

Position: Embassy Adoption Program Intern

General Description

This position provides overall administrative 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.

Duties and Responsibilities May Include:

- Providing administrative and logistical support 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 with materials during in-school EAP activities and field trips
- 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)

Requirements:

- Interest/background in the performing arts from diverse global traditions
- Interest/background in working with D.C.’s international community
- 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
- Computer skills: Microsoft Word, Excel (preferred)
- Some prior experience in an administrative setting preferred

Schedule/Hours

15-20 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 department and the applicant.

Compensation

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