



WASHINGTON PERFORMING ARTS

We make it happen

External Relations Department

Position: Intern

Join our dynamic arts marketing team to promote a multi-genre season of world-class musicians, dancers, and performers. With more than 50 performances presented at nine venues throughout the D.C. metro region, Washington Performing Arts offers a hands-on experience at the highest level of nonprofit performing arts marketing.

Duties and Responsibilities May Include:

- Research and profile artists
- Assist with the planning and execution of grassroots and community marketing campaigns
- Assist with social media content development and tracking
- Develop patron engagement tools
- Assist with sales and marketing duties utilizing Tessitura database
- Edit copy for web and print media
- Provide assistance with on-site marketing logistics for at least two performances
- Attend relevant weekly meetings

Requirements:

- Outstanding oral and written communication skills
- Ability to meet deadlines and to work independently
- Computer skills: Microsoft Word and Excel preferred; Knowledge of Photoshop and/or InDesign is useful, but not required
- Some prior experience in an administrative setting preferred
- Interest in the performing arts

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 External Relations department and the applicant.

Compensation

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