



WASHINGTON PERFORMING ARTS

We make it happen

Programming & Production Department

Position: Intern

General Description:

Washington Performing Arts presents 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.

Duties and Responsibilities May Include:

- Conduct research on potential artists, potential partner organizations, and venues within D.C.
- Provide on-site logistical support for performances
- Manage artist transportation as assigned
- Support staff in procuring and transporting artist hospitality
- Serve as on-site liaison for artist events outside of performances (education, donor events, etc.)
- Create production schedules for upcoming performances
- Create and manage stage door lists
- Manage staff/artist parking at venues
- Assist with contract administration and visa processing

Qualifications:

- Ability to work flexible hours (including nights/weekend)
- Background in the performing arts preferred
- Strong organizational skills
- Ability to work independently and follow directions
- Excellent writing and communication skills
- High level of energy and ability to work well in deadline and/or pressure situations
- Access to a vehicle and a valid Driver's License is preferred but not required

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 department and the applicant. Please note that you will be requested to work evenings/weekends to assist with events. *Note: This internship runs August through November.*

Compensation

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