



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Summer 2020

Position Title: Programming & Production Intern (Unpaid)

GENERAL INFORMATION: This unpaid internship program offers undergraduate and graduate students an educational opportunity to develop their professional experience and knowledge in the area of Artistic Administration at a performing arts non-profit.

Department: Programming & Production

Title of Immediate Supervisor: Programming & Production Coordinator

About Washington Performing Arts:

One of the most established and honored performing arts institutions in America, Washington Performing Arts continues to build upon a distinguished history of serving artists, audiences, students, and civic life. The city is truly our stage: in venues ranging from concert halls and clubs to public parks, we present a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, jazz, international genres, and dance.

Washington Performing Arts nourishes communities throughout the region by partnering with local organizations and other arts institutions, staging concerts and arts activities in the neighborhoods, involving internationally known main stage performers in community programs, and presenting locally based artists to a wider audience. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through sustained residencies and educational programs. Our achievements have been recognized with a National Medal of Arts and with two Mayor's Arts Awards from the DC Government. We embark upon our next half-century with the goals of expanding our commitment to excellence and rededicating ourselves to the motto of our founder, Patrick Hayes: "Everybody in, nobody out." Washington Performing Arts' employment decisions are made based on the business needs of the organization and qualifications of the applicants and employees.

Organizational Diversity:

Washington Performing Arts prizes the diversity of the organization, at every level; from programmatic content to composition of its board and staff, and is continually striving to better diversify its staff.

Diversity Statement

Washington Performing Arts subscribes to a policy of Equal Employment Opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, protected veteran status, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. In addition, the District of Columbia adds protection for marital status, personal appearance,



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sexual orientation, family responsibilities, matriculation, or political affiliation. Minorities, Women, Protected Veterans and Individuals with Disabilities are encouraged to apply.

POSITION INFORMATION

Position Summary/Purpose:

Join our dynamic arts programming and production team to promote a multi-genre season of world-class musicians, dancers, and performers. With more than 40 performances presented at six venues throughout the D.C. metro region, Washington Performing Arts offers a hands-on experience at the highest level of nonprofit performing arts programming.

Essential Duties to be Selected from the Following

Assigned duties may be adjusted to complement the intern's educational studies and interests.

- Conduct research on potential artists, potential partner organizations, and venues within D.C.
- Provide on-site logistical support for Mainstage and Family Programming performances
- Assist in artist & venue contracting process
- 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
- Provide database management for organizational artist history and assist in mainstage season administrative preparation

Minimum Qualifications:

- High School Diploma

Essential Capabilities & Preferences

- Outstanding oral and written communication skills
- Ability to meet deadlines and to work independently
- Computer skills: Microsoft Word and Excel preferred
- Some prior experience in an administrative setting preferred
- Interest in the performing arts



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Specific Conditions of Work

- General office environment
- Occasional work in performance venues, schools, community spaces, churches, etc.
- Regular hours will be established, but flexibility is required
 - Must be able to support selected evening and weekend events - regular work hours will be adjusted in order to accommodate evening and weekend work
 - 15 to 20 hours per week required

To apply, send a cover letter, resume, and contact information for two professional references to interns@washingtonperformingarts.org.