



**WASHINGTON**  
PERFORMING ARTS  
We make it happen

**Organizational Position Description**  
Fall 2020

**Position Title: HR, Finance and Administration 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 areas of HR, Finance, and Administration at a performing arts non-profit.

This internship may be remote or in person, as indicated by the Covid-19 global pandemic and intern preference and capabilities.

**Department: Finance and Administration**

**Title of Immediate Supervisor: Business Operations Manager**

**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:**

The HR, Finance and Administration intern will help build the organization's human resources, finances, and administrative functions by working directly with the Business Operations Manager on file organization, policy research, and other miscellaneous tasks. Depending on the intern's field of study, the assigned duties will be adjusted to complement the intern's educational studies and interests.

**Essential Duty #1: HUMAN RESOURCES**

**Percentage: 50%**

- Convert HR paper files into electronic documents
- File all outstanding human resources documents in appropriate folders
- Organize I-9 docs
- Assist with drafting HR forms and surveys
- Assist with updating organizational chart and employee contact info
- Work with Business Operations Manager to help with HR policy research
- Other duties as assigned

**Essential Duty #2: OFFICE ADMINISTRATION AND INFORMATION TECHNOLOGY**

**Percentage: 20%**

- Work with Business Operations Manager to research telephone, IT, computer, and other office equipment services
- Assist with creating office equipment training guides

**Essential Duty #3: ACCOUNTING/FINANCE**

**Percentage: 30%**

- Assist with the inputting of check requests
- Assist with the collection and reconciliation of organizational credit cards
- Work with Business Operations Manager, COO, and Accounting Manager on follow-up audit items.
- Fill out Economic Census forms and reporting
- Assist with creating Excel spreadsheets for financial analysis and reporting

**Minimum Qualifications:**

- High School Diploma
- Working knowledge of Google and Microsoft Office suite software
- Eagerness to learn and contribute to organizational improvement
- Proven oral and written communication skills
- Strong attention to detail



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- Working towards a Bachelor's degree or graduate degree in a relevant field- Human Resources, Business Management, Accounting, Finance, Non-Profit Management, Arts Management, or Arts focused (with an interest in HR, finance, and administration).

#### **Essential Capabilities & Preferences**

- Knowledge of human resources, office administration, finance/accounting, information technology or information systems a plus
- An interest in the performing arts or performing arts experience

#### **Specific Conditions of Work**

- General office environment and/or teleworking (based on current WPA office status in response to COVID-19 advisories in the District of Columbia)
- Since the intern will be learning about processes that oftentimes involve handling sensitive information, any final candidates must undergo a satisfactory background check
- 10 to 20 hours per week preferred

*To apply, send a cover letter, resume, and contact information for two professional references to [interns@washingtonperformingarts.org](mailto:interns@washingtonperformingarts.org).*