



**WASHINGTON  
PERFORMING ARTS**

We make it happen

**Organizational Position Description**

Spring 2021

**Position Title: Communications & Creative Media 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 Communications & Creative Media 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. Regular hours during WPA's office hours will be established on an individual basis with each intern.*

**Department:** Communications & Creative Media

**Title of Immediate Supervisor:** Director of Communications & Creative Media

**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**



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

**POSITION INFORMATION**

Join our dynamic arts Communications & Creative Media team to help build audiences and cultivate patron engagement; design innovative and impactful communications tools across a range of online and print media; and promote a multi-genre online series of world-class musicians and dancers. With regular opportunities to collaborate with all other Washington Performing Arts departments, this internship offers hands-on experience at the highest level of performing arts presenting and administration.

**Essential Duties to be Selected from the Following**

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

- Research and profile artists
- Contribute to development of patron-engagement tools and campaigns
- Assist with social media content development and analytics
- Assist with sales and marketing duties using Tessitura database
- Edit copy and/or graphics for online and print media
- Assist with planning and execution of grassroots marketing campaigns
- Attend relevant weekly meetings and select one-time meetings

**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; Knowledge of Photoshop, InDesign, and/or HTML is useful, but not required
- Some prior experience in an administrative setting preferred
- Interest in the performing arts

**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)



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- 15 to 20 hours per week required; regular hours during WPA's office hours will be established with each intern on an individual basis.

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