



**WASHINGTON  
PERFORMING ARTS**

We make it happen

**Organizational Position Description**

Spring 2021

**Position Title: Cultural Diplomacy and Education 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 cultural diplomacy and education 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:** Education and Community Engagement

**Title of Immediate Supervisor:** Assistant Director of Education

**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.



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

**POSITION INFORMATION**

This position provides overall assistance to the education staff in support of the Embassy Adoption Program (EAP). A partnership with D.C. Public Schools since 1974, the EAP connects embassies and global partners with fifth and sixth grade DCPS classrooms for a school year of learning about their partner country's history, culture, arts, language, and more. This intern will be an essential part of the team that manages relationships and program functions for all involved embassies and teachers/schools. Past spring interns have found the best learning experience (and the most fun) occurs when they are able to continue in this role as late into May as possible in order to be able to experience EAP Capstone Presentations, which take place in embassies (though possibly on Zoom or Teams this year) during May and June. The Mini United Nations also takes place at the end of the year, though the format for this year is not solidified.

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

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

- Providing administrative and logistical support and/or leadership for Embassy Adoption Program events, such as teacher and diplomat trainings and events, class visits, Mini United Nations, and the EAP End of Year Celebration
- Coordinating transportation and/or digital platform support and assistance for EAP class field trips and events
- Observing and assisting during EAP activities
- Providing support to EAP diplomats and teachers as requested
- Coordinating logistics and schedule for EAP Capstone Presentations
- Communicating with diplomats, teachers, global representatives, school administrators, local artists, and organizational partners as requested
- Providing assistance with overall administrative and production needs for other ongoing educational initiatives as requested

**Minimum Qualifications:**

- High School Diploma
- Interest and/or background in working with D.C.'s international community



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**Essential Capabilities & Preferences**

- Interest/background in the performing arts from diverse global traditions
- Computer skills: Microsoft Word, Excel
- Prior experience in an administrative setting preferred
- Strong organizational skills
- Excellent oral and written communication skills
- Ability to learn quickly, handle a multitude of tasks, take initiative, and work independently
- High level of energy and ability to work well in a deadline driven situation

**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)
- Occasional work in schools, embassies, performance venues, or event venues as needed and as indicated by the Covid-19 global pandemic
- At least 15 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).*