



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Summer 2021

Position Title: Advancement Intern* (Unpaid)

**Multiple positions available; specialization in a specific area of advancement possible.*

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

This internship will be based remotely, with the option to work in the WPA office according to the WPA office status in response to Covid-19 advisories in the District of Columbia. The Intern Coordinator will determine regular hours during WPA office hours with each intern individually.

Summer internships run in concordance with typical university semesters - May to August. Start/end dates determined with interns according to their schedules and commitments.

Department: Advancement

Title of Immediate Supervisor: Chief Advancement Officer

About Washington Performing Arts:

One of the most established and honored performing arts institutions in America, Washington Performing Arts has engaged for more than half a century with artists, audiences, students, and civic life. The city is truly our stage: for decades, in venues ranging from concert halls and clubs to public parks, we have presented 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 more. We also have an ever-expanding artistic and educational presence on the internet, addressing the programming challenges of this time of pandemic while envisioning ongoing opportunities for online connection and community in a post-COVID world.

Washington Performing Arts deeply values its partnerships with local organizations and other arts institutions. Through events online and in myriad performance venues and neighborhoods, we engage international visiting artists in community programs and introduce local artists to wider audiences. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through residencies and education programs.

Our achievements have been recognized with a National Medal of Arts and with three Mayor's Arts Awards from the DC Government. We have now embarked upon our second half-century, ever inspired by the motto of our founder, Patrick Hayes: "Everybody in, nobody out."



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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, 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 Washington Performing Arts Advancement department seeks interns to learn about the functions of the department and to provide overall support.

Essential Duties to be Selected from the Following

The assigned duties may be adjusted to complement the intern's educational studies and interests

Individual Giving

- Assist with database management (data entry and updating donor information in Tessitura)
- Create and edit text for electronic and print materials including donation renewals, acquisitions, newsletters, and special appeals
- Correspond with individuals in regards to gift acknowledgement and benefit fulfillment.
- Research prospective donors
- Provide on-site support for at least two performances

Special Events

- Assist with event planning, execution, and follow-up of events including private recitals, receptions, and donor events.
- Create informational materials and draft correspondence (print and electronic)
- Field guest inquiries and RSVPs

Corporate, Institutional Giving

- Research potential grant opportunities
- Compile support documents for grant proposals and reports



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General

- Assist with mailing projects including invitations to performances and events, gift renewals, and direct mail projects
- Assist with Board meeting preparation

Minimum Qualifications:

- High School Diploma

Essential Capabilities & Preferences

- Outstanding oral and written communication skills
- Excellent customer service skills
- Ability to multitask and meet deadlines
- Computer skills: Microsoft Word, Excel (preferred)
- 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)
- 20 hours per week required; regular hours during WPA's office hours will be established with each intern on an individual basis.
- Ability to work at in-person or virtual events (e.g. at concerts and other events) as needed (and as indicated by WPA operating status in response to Covid-19); regular work hours will be adjusted to accommodate events.

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