



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Summer 2021

Position Title: Education & Community Engagement 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 Arts Education and Community Engagement 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: Education and Community Engagement

Title of Immediate Supervisor: Education and Community Program Coordinator

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:

This position provides overall administrative assistance to the Education & Community Engagement staff in support of the department's various initiatives. The intern will support youth and adult education programs such as Concerts in Schools, in-school residencies, the Embassy Adoption Program, master classes, and adult and children's vocal workshops. Projects will also include community-based programs such as the Feder Memorial String Competition, Misbin Chamber Music Competition, Enriching Experiences for Seniors, and more.

Essential Duties to be Selected from the Following:

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

- Providing assistance with overall administrative, logistical support, and production needs for Education & Community Engagement initiatives
- Communicating with the school administration and teaching community, local artists, organizational partners, choral community, schools, and churches
- Conducting research on potential community artists, potential partner organizations, and alternative venues within D.C.
- Assist with preparations for school year programs including In-School Artist Residencies, Concerts in Schools, Embassy Adoption Program, and more
- Assist with planning and preparation for Family Art Moments
- Updating constituent information in Tessitura (database software)
- Working with the Washington Performing Arts Communications & Creative Media department to publicize program events and ensure branding includes funder acknowledgements



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- Collecting supportive materials and working with the Education & Community Engagement staff to develop reports for funders
- Supporting special events in across the organization including Mainstage artist engagement, Mars Arts DC events, Advancement events, and more
- Review and assist with materials for inclusive arts education initiatives

Minimum Qualifications:

- High School Diploma

Essential Capabilities & Preferences

- Interest/background in the performing arts from diverse global traditions
- Connection to the local arts community strongly preferred
- Strong organizational and interpersonal skills
- Excellent oral and written communication skills
- Ability to learn quickly, handle a multitude of tasks, take initiative, and work independently with little supervision
- High level of energy and ability to work well in deadline and/or pressure situations
- Computer skills: Microsoft Word, Excel (preferred)
- Some prior experience in an administrative setting preferred

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, performance venues, and event venues (or virtually, as determined by current Covid-19 status)
- 15-20 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.