



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Fall 2021

Position Title: Choral Management Intern

GENERAL INFORMATION: This volunteer internship program, geared toward undergraduates students, graduate students, and recent graduates, offers an educational opportunity to develop professional experience and knowledge in the area of choral management at a performing arts non-profit. All volunteer interns who work for at least 15 hours per week for at least 12 weeks will be eligible to receive a stipend of \$500.

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.

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

Department: Education and Community Engagement

Title of Immediate Supervisor: Manager of Choir Operations

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.



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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."

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.

About Washington Performing Arts' Gospel Choirs

Washington Performing Arts' Children of the Gospel Choir offers children ages 9-18 an opportunity to grow vocally and develop performance skills while exploring the heritage of gospel music. Under the direction of Michele Fowlin, the 50-voice choir has performed for dignitaries at the White House, at Washington National Cathedral for the Inaugural Prayer Services for President Barack Obama, and on NBC's *Today*, in addition to giving numerous concerts in the D.C. metro area. The 100 members of **Washington Performing Arts' Men and Women of the Gospel Choir**, under the direction of Theodore Thorpe III, have shared the stage with artists ranging from Richard Smallwood to Dionne Warwick and from Ramsey Lewis to Wynton Marsalis and Jazz at Lincoln Center Orchestra.



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POSITION INFORMATION

The Choral Management Intern will assist with virtual communications, administration, and program management support between the Washington Performing Arts team, choir artistic leadership, and choir members, working closely with the Manager of Choir Operations and Manager of Curriculum & Performance. Further duties could expand to onsite support for special events, if/when permitted according to the CDC and DC Health guidelines due to the Covid-19 global pandemic.

Essential Duties to be Selected from the Following

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

- Facilitating ongoing communication and correspondence with artistic staff and choir members (online, email, etc.) including attendance records and more.
- Scheduling and supporting ongoing online musicianship classes as needed for both choirs.
- Provide social media and communication support for and about the Choir program; gathering information for the choir's social media pages in conjunction with Communications and other staff members.
- Facilitate the development of an electronic press kit for the Choirs.
- Support communication with the vocal coaches and young scholars through the vocal coaching season for Children of the Gospel Choir.
- Support in planning and logistics for choir related activities such as vocal assessments, auditions, and other online programming along with the gospel team and artistic directors.
- Support the ongoing development of alumni relations for Children of the Gospel Choir.
- Research online and in-person resources for musicianship training.
- Research parent and booster groups for performing arts ensembles.
- Organizing, cataloging, and managing the gospel music library.
- Preparing rehearsal documents, music, logistics, and other detailed information for curriculum classes and workshops.
- Manage performance archives and database.

Minimum Qualifications:

- High School Diploma
- Background in the performing arts

Essential Capabilities & Preferences

- Proficient with Microsoft Office (Word and Excel), and Google programs (e.g. Google forms, docs)
- Ability to work flexible hours (including nights/weekend)
- Ability to work independently and follow directions



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- Strong organizational skills
- Excellent writing and 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

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, churches, and event venues as needed and indicated by the Covid-19 global pandemic
- Minimum of 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.