



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Spring 2022

Position Title: Business Administration 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 business administration 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 can be fully remote, or mostly remote with a few days in the office. If Washington Performing Arts' office status does not allow for in-person work at any point during the internship period, this internship will be fully remote. Regular hours during WPA's office hours will be established on an individual basis with each intern.

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

Department: Finance & Administration

Title of Immediate Supervisor: Director of Operations & Administration

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.



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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

The Business Administration intern will work in conjunction with the Director of Operations & Administration on various projects related to the business administration functions at Washington Performing Arts. Projects will span the areas of accounting, office administration, IT, and human resources functions. Depending on the intern's field of study, the assigned duties will be adjusted to complement the intern's educational studies and interests.

Essential Duties to be Selected from the Following

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

Accounting/ Finance (60%)

- Assist with creating Excel spreadsheets for financial analysis and reporting
- Work in conjunction with the Director of Operations & Administration in building Intacct financial reports.
- Prepare backup documents for our annual Worker's Compensation Insurance Audit.
- Create and update value of employees' benefits worksheet
- Assist with creating training guides to document our accounting processes
- Other duties as assigned

Office Administration and Information Technology (20%)

- Work with the Director of Operations & Administration to research telephone, IT, computer, and other office equipment services
- Assist with creating office equipment training guides
- Update IT equipment list



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Human Resources (20%)

- Work with the Director of Operations & Administration to prepare for WPA benefits open enrollment period
- Assist with drafting HR forms and surveys
- Work with Director of Operations & Administration to help with HR policy research

Minimum Qualifications

- High School Diploma
- Working knowledge of Google and Microsoft Office suite software; some experience using Google Sheets or Microsoft Excel is preferred
- Eagerness to learn and to contribute to organizational improvement
- Proven oral and written communication skills
- Strong attention to detail
- Working towards a Bachelor's degree or graduate degree in a relevant field - Accounting, Finance, Business Administration.

Essential Capabilities & Preferences

- Knowledge of finance/accounting, office administration, information technology or information systems a plus
- An interest in the performing arts or performing arts experience

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)
- Minimum of 15 hours per week required; regular hours during WPA's office hours will be established with each intern on an individual basis.
- This internship can be fully remote, or mostly remote with a few days in the office.
- Since the intern will be learning about processes that oftentimes involve handling sensitive information, any final candidates must undergo a satisfactory background check.
- **COVID-19 Vaccination Requirement:** Washington Performing Arts values the safety of our employees and families, our patrons and visitors, artists and students, and the community at large. Therefore, effective October 15, 2021, we are requiring that all Washington Performing Arts staff (including contractors and vendors who interact in-person with the general public) must be vaccinated against COVID-19. The COVID-19 vaccines remain a critical tool for saving lives, reducing the severity of the illness in infected people, and stopping the spread of COVID-19. In support of these values, if you are selected for this internship, and your internship is not fully remote, you must be fully vaccinated against COVID-19 at the start of your internship. You must



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submit proof that you are fully vaccinated against COVID-19 to the Intern Coordinator on your start date as a condition of your internship. In the instance where vaccination is not medically advised or violates your sincerely held religious beliefs, you may ask for an accommodation to revise your internship to a fully remote internship. Accommodations will be granted depending on the essential duties and nature of the internship, and/ or do not cause Washington Performing Arts undue hardship.

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