



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Spring 2022

Position Title: Programming & Production 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 education & community engagement 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 will be in-person or mostly in-person with a few remote work days. 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: Programming & Production

Title of Immediate Supervisor: Programming & Production 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."



WASHINGTON PERFORMING ARTS

We make it happen

Organizational Position Description

Spring 2022

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:

Join our dynamic arts programming and production team to promote a multi-genre season of world-class musicians, dancers, and performers. With more than 20 performances presented at nine venues throughout the D.C. metro region, Washington Performing Arts offers a hands-on experience at the highest level of nonprofit performing arts programming.

Essential Duties to be Selected from the Following

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

- Provide on-site logistical support for performances
- Assist with artist & venue contracting process
- Manage artist transportation as assigned
- Support staff in procuring and transporting artist hospitality
- Serve as on-site liaison for artist events outside of Headline performances (education, MARS Arts DC, donor events, etc.).
- Aid creation of production schedules for upcoming performances
- Create and manage stage door lists and COVID vaccine tracking
- Manage staff/artist parking at venues
- Assist with contract administration, visa processing and/or webcast licensing
- Provide database management for organizational artist history
- Conduct research on potential artists, potential partner organizations, and venues within D.C.

Minimum Qualifications:



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Spring 2022

-
- High School Diploma

Essential Capabilities & Preferences

- Outstanding oral and written communication skills
- Ability to meet deadlines and to work independently
- Computer skills: Microsoft Word and Excel preferred
- Some prior experience in an administrative setting preferred
- Interest in the performing arts
- Ability to work flexible hours (including nights/weekends)

Specific Conditions of Work

- This internship will be in-person or mostly in-person with a few remote work days. 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.
- 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.
- Occasional work in performance venues, schools, community spaces, churches, etc. (Depending upon Covid-19 procedures and guidance)
- **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 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, resume, and contact information for two professional references to interns@washingtonperformingarts.org.