



**WASHINGTON  
PERFORMING ARTS**

We make it happen

**Organizational Position Description**

Fall 2022

**Position Title: Choral Education & Performance 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 scheduled remote work days per week. 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 our office hours will be established on an individual basis with each intern.*

*Fall internships run in concordance with typical university terms - 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, gospel music, jazz, culturally-specific genres, dance, and more. We also have an ever-expanding artistic and educational presence on the internet, envisioning ongoing opportunities for online connection and community.

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.

#### **POSITION INFORMATION**

The Choral Education & Performance Intern will assist with 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. Past choral interns have found the best learning experience (and a lot of fun) occurs when they are able to design their internship schedules to include some or all of the Monday evening rehearsals of the Children of the Gospel Choir.



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**Essential Duties to be Selected from the Following**

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

- Coordinate logistics and scheduling for the vocal coaching program
- Facilitate ongoing communication and correspondence with artistic staff and choir members (online, email, etc.) including performance and production updates.
- Create event schedules and other details for faculty and students for ongoing rehearsal and performance schedules
- Support the planning and research for the 30th Anniversary celebrations of the Men, Women and Children of the Gospel choirs.
- Facilitate the development of an electronic press kit for the Choirs.
- Support planning and logistics for choir related activities such as vocal assessments, auditions, and other special events
- Provide social media and communication support for and about the Choir program
- Provide onsite support for rehearsals and performances if applicable.
- Research roles and responsibilities for parent and booster groups for performing arts ensembles.
- Organizing, cataloging, and managing the gospel music library.
- 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/weekends)
- Ability to work independently and follow directions
- 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. This internship will be **in-person or mostly in-person** with scheduled remote work days per week. If Washington Performing



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Arts' office status does not allow for in-person work at any point during the internship period, this internship will be fully remote.

- 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.
- **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 or before 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. Additionally, Interns must follow any federal/state/local mandates (such as mandated mask wearing in public spaces) that may be in effect at the time of their internship, as well as any new policies or procedures enacted by Washington Performing Arts.

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