



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Fall 2022

Position Title: Cultural Diplomacy and Education 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 may 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 WPA's 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: Assistant Director of Education

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.

POSITION INFORMATION

This position provides overall assistance to the education staff in support of the Embassy Adoption Program (EAP). A partnership with D.C. Public Schools, EAP connects embassies and other global partners with fifth and sixth grade classrooms who learn about a country's history, culture, arts, language, and more during the school year. This intern will be a part of the team that manages relationships with up to 65 embassies and 65 teachers. [Watch a BBC News America segment about the EAP!](#) EAP visits may be in-person at schools and/or embassies, on field trips, or over virtual platforms.

Essential Duties to be Selected from the Following

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

- Providing administrative and logistical support and/or leadership for Embassy Adoption Program events, such as teacher and diplomat trainings, the Diplomatic Tea, class visits, and more.
- Updating and creating EAP materials for teachers and embassy/global partners.
- Coordinating transportation and/or digital platform support and assistance for EAP class field trips and events.
- Observing and assisting during EAP activities in classrooms/embassies and digital platforms.
- Providing support to EAP diplomats/partners and teachers as requested.
- Coordinating logistics and scheduling with all EAP teachers for EAP Capstone Presentations.



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- Communicating with diplomats, teachers, global representatives, school administrators, local artists, and organizational partners as requested.
- Providing assistance with overall administrative and production needs for other ongoing educational initiatives as requested.

Minimum Qualifications:

- High School Diploma
- Interest and/or background in working with D.C.'s international community
- Interest and/or background in working with teachers, students, and schools

Essential Capabilities & Preferences

- Interest and/or background in the performing arts from diverse global traditions
- Computer skills: Microsoft Word, Excel
- Prior experience in an administrative setting preferred
- Strong organizational skills
- Excellent oral and written communication skills
- Ability to learn quickly, handle a multitude of tasks, take initiative, and work independently
- High level of energy and ability to work well in a deadline driven situation
- Preferred ability to work in person occasionally in the fall as DC Public Schools begins to reopen to guests in the classroom

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 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)
- Occasional work in schools, embassies, performance venues, or event venues
- Minimum of 15 hours per week required; regular hours during WPA's office hours will be established with each intern on an individual basis.
- Successful candidates may be required to complete a DCPS Volunteer Clearance after hiring - a requirement to engage in activities with students.
- **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



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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.