



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Spring 2023

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.

Spring internships run in concordance with typical university terms - January to May. 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, Washington Performing Arts has 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, culturally-specific genres, dance, and more. Additionally, the organization's gospel music programs have fostered a powerful sense of community in Washington, D.C. since [year].

Washington Performing Arts deeply values its partnerships with local organizations and other arts institutions, and places a premium on establishing artists as a continuing presence in the lives of both young people and adults through residencies and education programs. The signature community engagement initiative, Mars Arts DC, elevates the dynamic vibrancy found in the local arts community and business economy. Since 2020, Washington Performing Arts also has expanded its dynamic artistic and educational online presence, developing opportunities for further connection and community.



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For its' achievements, Washington Performing Arts has been recognized with a National Medal of Arts and with three Mayor's Arts Awards from the DC Government. Washington Performing Arts now embarks upon its 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 40-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 50 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 facilitate 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 & Artistic Planning. 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 vital learning experiences occur when they are able to design their internship schedules to include some of the weekly evening rehearsals and onsite events.



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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 communication, logistics and scheduling for the vocal coaching program for member
- Facilitate ongoing communication and correspondence with artistic staff and choir members (online, email, etc.) including performance and production updates.
- Support planning and logistics for choir related activities such as workshops, vocal assessments, auditions, retreats and other special events
- Create event schedules and other details for faculty and students for ongoing rehearsal and performance/event schedules
- Support coordination and logistics for musicianship sessions, if applicable
- Provide social media and communication support for and about the Choir program
- Support planning and logistics with the 30th Anniversary celebrations for the Men, Women and Children of the Gospel choirs.
- Facilitate the development of an electronic press kit for the Choirs.
- Provide onsite support for rehearsals and performances if applicable.
- Research roles and responsibilities for parent, booster and alumni groups for performing arts ensembles.
- Organizing, cataloging, and managing the gospel music library.
- Manage performance archives and database.

Minimum Qualifications:

- High School Diploma or Equivalent
- 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



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- 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.
- 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.