



**WASHINGTON  
PERFORMING ARTS**

We make it happen

**Organizational Position Description**

Spring 2023

**Position Title: Education & Community Engagement 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 fully in-person, mostly in-person with scheduled remote work days per week, or fully remote depending upon intern preference. 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 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:** Education & Community Program Manager

**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 itsr 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**

### **Position Summary/Purpose:**

This position provides overall administrative assistance to the Education & Community Engagement staff in support of the department's various initiatives. The intern will support youth and adult education programs such as Concerts in Schools, In-School Artist Residencies, Capital Arts Partnerships, and Enriching Experiences for Seniors. Projects will also include community engagement programs such as the Feder Memorial String Competition, Misbin Chamber Music Competition, Family Art Moments, the Embassy Adoption Program, and other education department initiatives. The degree of involvement in these programs will be dependent on the ability to engage in-person with schools and community venues during the Covid-19 pandemic.

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

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

- Providing assistance with overall administrative, logistical support, and production needs for Education & Community Engagement initiatives
- Communicating with school administrators, teachers, local artists, and organizational partners.
- Research and prepare for annual Feder Memorial String Competition and Misbin Memorial Chamber Music Competition
- Conducting research on potential community artists, potential partner organizations, and alternative venues within D.C.



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- Observing Teaching Artists during residencies and performances
- Updating constituent information in Tessitura (database software)
- Collecting supportive materials and working with the Education & Community Engagement staff to develop reports for funders
- Creating and/or revising program support materials, reports, teacher materials, and others
- Coordinating transportation, field trip opportunities, and other special events as requested
- Coordinating sign-up for select programs and maintaining Education & Community Engagement program calendars
- Supporting and/or planning for department events like DCPS Honor Ensembles, competitions, EAP Mini United Nations, and more!

**Minimum Qualifications:**

- High School Diploma or Equivalent

**Essential Capabilities & Preferences**

- Interest/background in the performing arts from diverse global traditions
- Connection to and/or interest in the local arts community preferred
- Strong organizational and interpersonal skills
- Excellent oral and written 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
- Computer skills: Microsoft Word, Excel
- Some prior experience in an administrative setting preferred

**Specific Conditions of Work**

- General office environment and/or teleworking. This internship may be fully in-person, mostly in-person with scheduled remote work days, or fully-remote. 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, and 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 education 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



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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, resume, and contact information for two professional references to [interns@washingtonperformingarts.org](mailto:interns@washingtonperformingarts.org).*