



**WASHINGTON  
PERFORMING ARTS**

We make it happen

**Organizational Position Description**

Summer 2023

**Position Title: Mars Arts D.C./Special Productions 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 special productions at a performing arts non-profit. All volunteer interns who work for at least 15 hours per week for at least 9 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.*

*Summer internships run in concordance with typical university summer terms - May to August. Start/end dates determined with interns according to their schedules and commitments.*

**Department:** Special Productions & Initiatives

**Title of Immediate Supervisor:** Supervising Producer

**About Washington Performing Arts:**

One of the most established and honored performing arts institutions in America, Washington Performing Arts continues to build upon a distinguished history of serving artists, audiences, students, and civic life. The city is truly our stage: in venues ranging from concert halls and clubs to public parks, we present 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 dance.

Washington Performing Arts nourishes communities throughout the region by partnering with local organizations and other arts institutions, staging concerts and arts activities in the neighborhoods, involving internationally known main stage performers in community programs, and presenting locally based artists to a wider audience. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through sustained residencies and educational programs. Our achievements have been recognized with a National Medal of Arts and with two Mayor's Arts Awards from the DC Government. We embark upon our next half-century with the goals of expanding our commitment to excellence and rededicating ourselves to the motto of our founder, Patrick Hayes: "Everybody in, nobody out." Washington



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Performing Arts' employment decisions are made based on the business needs of the organization and qualifications of the applicants and employees.

### **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**

The Washington Performing Arts Mars Arts D.C. and Special Productions department seeks interns to learn about the functions of the department and to provide overall support.

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

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

- Conduct research on potential community artists, potential partner organizations, and alternative venues within D.C.
- Participate in meetings and brainstorming sessions with the Supervising Producer and community partners
- Work with the Supervising Producer to identify and develop performance opportunities for community artists within the Washington Performing Arts season
- Support production needs and logistics for Mars Arts D.C. events
- Serve as an on-site lead for select Mars Arts D.C. events
- Assist in the planning and development of future shows by coordinating production schedules, cast, crew, and other necessities for digital productions.
- Assist in developing storyboards, scripts, shot lists, and overall execution for digital content.
- Assist in post-production tasks such as reviewing footage, making editorial decisions, tape logging, and rough cuts.
- Work with the Washington Performing Arts external relations department to publicize program events and ensure branding includes funder acknowledgements
- Support creation and execution of social media campaigns and overall strategy



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- Collect supportive materials and work with the Supervising Producer to develop reports for funders
- Support planning of residencies for selected mainstage concerts and special productions
- Liaise with interdepartmental colleagues on behalf of Mars Arts D.C. projects
- Assist the Supervising Producer with the preparation of event logistics, including drafting production documents and communicating with artists, vendors, and partners
- Conduct scholarly research, with guidance from the Supervising Producer, in support of developing Special Productions
- Possible English to Spanish translation projects - Bilingual applicants encouraged to apply
- Event support during key events

**Minimum Qualifications:**

- High School Diploma

**Essential Capabilities & Preferences**

- Experience as a performer or in arts administration/production
- Must be curious and enthusiastic about community arts
- Connection to and/or interest in the local arts community strongly preferred
- Ability to work independently and follow directions
- Strong organizational skills
- Strong communication and interpersonal 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 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, event venues, and outdoor settings.
- Minimum of 15 hours per week required; regular hours during WPA's office hours will be established with each intern on an individual basis.
- Regular hours will be established, but flexibility is preferred
  - Preferred to be able to support selected evening and weekend events - regular work hours will be adjusted in order to accommodate evening and weekend work



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- **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.
- Able to lift up to 30 lbs.

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