



**WASHINGTON  
PERFORMING ARTS**

We make it happen

**Organizational Position Description**

Fall 2023

**Position Title: HR & Administration 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 business administration 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 remote or hybrid, depending upon the Washington Performing Arts office status and intern preference. 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 fall terms - September-December. Start/end dates determined with interns according to their schedules and commitments.*

**Department:** Finance & Administration

**Title of Immediate Supervisor:** Assistant Director of HR & Operations

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



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**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 HR & Administration intern will work in conjunction with the Assistant Director of HR & Operations on various projects related to the business administration functions at Washington Performing Arts. Projects will span the areas of human resources, office administration, and IT functions.

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

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

**Office Administration and Information Technology (50%)**

- Enter in Amex expense reports and receipts into the Intacct accounting system
- Assist with creating office equipment training guides
- Update IT equipment list
- Assist with planning and executing office celebrations
- Update email distribution lists

**Human Resources (50%)**

- Assist with drafting HR forms and surveys
- Work with the Assistant Director of HR & Operations to help with HR policy research
- Scan and organize personnel file documents
- Update the organizational chart
- Help organize job applications
- Assist with the Workers Compensation annual audit
- Assist with organizing HR data in Paylocity payroll system



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### Minimum Qualifications

- High School Diploma
- Working knowledge of Google and Microsoft Office suite software; some experience using Google Sheets or Microsoft Excel is preferred
- Eagerness to learn and to contribute to organizational improvement
- Proven oral and written communication skills
- Strong attention to detail
- Working towards a Bachelor's degree - Human Resources, Business Administration.

### Essential Capabilities & Preferences

- Knowledge of finance/accounting, office administration, information technology or information systems a plus
- A strong attention to detail is preferred
- An interest in the performing arts or performing arts experience

### Specific Conditions of Work

- General office environment and/or teleworking (based on current WPA office status in response to COVID-19 advisories in the District of Columbia)
- Minimum of 15 hours per week required; regular hours during WPA's office hours will be established with each intern on an individual basis.
- This internship can be fully remote, or mostly remote with a few days in the office.
- Since the intern will be learning about processes that oftentimes involve handling sensitive information, any final candidates must undergo a satisfactory background check.
- **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 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



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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).*