



**WASHINGTON
PERFORMING ARTS**

We make it happen

Organizational Position Description

Spring 2024

Position Title: Advancement Intern*

**Multiple positions available; specialization in a specific area of Advancement possible.*

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 advancement 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, based on intern preference and availability. If the 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 fall terms - January-May. Start/end dates determined with interns according to their schedules and commitments.

Department: Advancement

Title of Immediate Supervisor: Director of Individual Giving, Assistant Director of Advancement Resources, or Manager of Advancement Operations & Analytics

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 the composition of the Board, and Washington Performing Arts 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:

The Washington Performing Arts Advancement department seeks interns to learn about the functions of the department and to provide overall support.

Essential Duties to be Selected from the Following

The assigned duties may be adjusted to complement the intern's educational studies and interests

Individual Giving

- Assist with database management (data entry and updating donor information in Tessitura)
- Create and edit text for electronic and print materials including acknowledgement letters, donation renewals, acquisitions, newsletters, and special appeals
- Correspond with individuals in regards to gift acknowledgement and benefit fulfillment
- Research prospective donors
- Provide on-site support for performances, if applicable

Special Events

- Assist with event planning, execution, and follow-up of events including private recitals, receptions, and donor events.
- Create informational materials and draft invitations and correspondence (print and electronic)



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- Field guest inquiries and RSVPs

Corporate, Institutional Giving

- Research potential grant opportunities
- Compile support documents and/or drafts for grant proposals and reports

General

- Assist with mailing projects, including invitations to performances and events, gift renewals, and direct mail projects
- Assist cross-departmental efforts in cataloging and uploading assets (photos, videos, and other documents) for organization-wide implementation of Digital Asset Management System

Minimum Qualifications

- High School Diploma or Equivalent

Essential Capabilities & Preferences

- Outstanding oral and written communication skills
- Excellent customer service skills
- Ability to multitask and meet deadlines
- Computer skills: Microsoft Word, Excel (preferred)
- Some prior experience in an administrative setting preferred
- Interest in the performing arts
- Ability to work at in-person or virtual events (e.g. at concerts and other events) as needed (and as indicated by WPA operating status in response to Covid-19); regular work hours will be adjusted to accommodate events.

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**, depending upon intern preference and availability. In the Spring, preference is given to in-person schedules to accommodate Gala work. If the 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.
- Minimum of 15 hours per week required, 20 hours preferred; 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



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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.