



**WASHINGTON  
PERFORMING ARTS**

We make it happen

**Organizational Position Description**

Spring 2024

**Position Title: Communications and Creative Media 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 communications and creative media 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, based on intern preference and availability. If Washington Performing Arts's 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.*

*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:** Marketing, Communications, and Creative Media

**Title of Immediate Supervisor:** Digital Content Manager

**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**

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

Join our dynamic arts communications team to promote a multi-genre season of world-class musicians, dancers, and other performers. With more than 50 performances per season presented at nine venues throughout the D.C. metro region (in a typical, non-pandemic year), Washington Performing Arts offers hands-on experience at the highest level of nonprofit performing arts communications, marketing, and public relations.

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

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

- Research and profile artists
- Assist with the planning and execution of grassroots and community marketing campaigns
- Assist with social media content development and tracking
- Assist with sales and marketing duties utilizing Tessitura database
- Write/edit copy for web and print media
- Contribute to at least one larger-scale departmental project over the course of the internship, to be assigned by department director in line with departmental needs and with intern's skills, experience, and areas of academic/professional focus
- Provide assistance with on-site marketing logistics for at least two performances [Note: If current COVID-19 precautions prevent the presentation of in-person events, or if intern is working entirely remotely, this duty will be performed in connection with *online* events, as applicable.]
- Attend relevant weekly meetings and select one-time meetings, as assigned by department director



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**Minimum Qualifications:**

- High School Diploma or Equivalent

**Essential Capabilities & Preferences**

- Outstanding oral and written communication skills
- Ability to meet deadlines and to work independently
- Computer skills: Microsoft Word and Excel preferred; Knowledge of Photoshop and/or InDesign is useful, but not required
- Understanding of social media best practices
- Prior knowledge of and willingness to operate a DSLR camera
- Some prior experience in an administrative setting preferred
- Interest in the performing arts

**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's 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; 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. 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, 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 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).*