



**WASHINGTON  
PERFORMING ARTS**

We make it happen

**Organizational Position Description**

Spring 2024

**Position Title: Gospel Music Programs 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 choral management 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.*

*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:** Education and Community Engagement

**Title of Immediate Supervisor:** Manager of Choir 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



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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.

### **About Washington Performing Arts' Gospel Music Program**

The Washington Performing Arts Gospel Music Program has created a powerful sense of community in Washington, D.C. among people with a passion for gospel music and those who discover gospel through our choirs. Our Washington Performing Arts Gospel Choirs have inspired audiences and nurtured both aspiring and experienced vocalists while bringing the joyful sounds of gospel music to the most prominent stages in the region for 30 years. Our **Washington Performing Arts' Children of the Gospel Choir (COTG)** has become a destination choir for local students (ages 9-18) who look to develop excellence in artistry and technique as a performance ensemble. Under the direction of Michele Fowlin, the 40-voice choir has performed for dignitaries at the White House, at Washington National Cathedral for the Inaugural Prayer Services for President Barack Obama, and on NBC's *Today*, in addition to giving numerous concerts in the D.C. metro area. The 50 members of **Washington Performing Arts' Men and Women of the Gospel Choir (MWOTG)**, under the direction of Theodore Thorpe III, have shared the stage with artists ranging from Richard Smallwood to Dionne Warwick and from Ramsey Lewis to Wynton Marsalis and Jazz at Lincoln Center Orchestra.

### **POSITION INFORMATION**

The Gospel Music Programs Intern will facilitate communications, administration and program management support between the Washington Performing Arts team, choir artistic leadership, and choir members, working closely with the Manager of Choir Operations and Interim Director of Gospel Programs/Manager of Curriculum & Artistic Planning. Further duties include onsite support for Monday evening rehearsals and special events.



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

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

- Build collaborative strategies for our gospel program brand
- Create social media campaigns for the gospel music programs in conjunction with our Creative Content and Media team
- Support planning and logistics with the 30th Anniversary celebrations for Children of the Gospel choir.
- Assist with strategy and planning meetings with choir alumni
- Manage ongoing communication and correspondence with artistic staff and choir members (online, email, etc.) including performance and production updates.
- Manage the monthly choir's (COTG) program newsletter
- Facilitate the development of an electronic press kit for the Choirs.
- Provide onsite support for Monday's rehearsals and performances
- Research software and other tools to advance program functionality
- Implement project ideas, based on individual strengths, to enhance the program structure
- Support planning and logistics for choir related activities such as workshops, vocal assessments, auditions, retreats and other special events
- Research roles and responsibilities for parent, booster and alumni groups for performing arts ensembles.
- Organizing, cataloging, and managing the gospel music library. (summer term)
- Manage performance archives and database (summer term).

**Minimum Qualifications:**

- High School Diploma or Equivalent
- Background in the performing arts; particularly with choral music or choirs

**Essential Capabilities & Preferences**

- Proficient with Microsoft Office (Word and Excel), and Google programs (e.g. Google forms, docs)
- Ability to work flexible hours (including nights/weekends)
- Ability to work independently and follow directions
- Strong organizational skills
- Excellent writing and 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



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**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, churches, and event venues as needed
- 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. 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 indicating internship(s) of interest, resume, and contact information for two professional references to [interns@washingtonperformingarts.org](mailto:interns@washingtonperformingarts.org).*