



**WASHINGTON  
PERFORMING ARTS**

We make it happen

**Organizational Position Description**

Spring 2025

**Position Title:** Spring 2025 Intern

**Department:** Various (see below)

**Hours:** 20 hours per week

**Length of Internship:** Monday, February 3rd - Friday, April 25th, 2025.

**Pay:** Interns who work for at least 20 hours per week for the 12 week internship period will be eligible to receive a stipend of \$2,600

**How to Apply:** Send a cover letter indicating up to 2 department(s) of interest, resume, and contact information for two professional or academic references to [interns@washingtonperformingarts.org](mailto:interns@washingtonperformingarts.org).

**Best Consideration Date:** November 1st, 2024

**Program Information:**

This internship program, geared toward undergraduate students, graduate students, and recent graduates, offers an educational opportunity to develop professional experience and knowledge in a specific department at a performing arts non-profit. All interns who work for at least 20 hours per week for the 12 week internship period will be eligible to receive a stipend of \$2,600.

Each intern will work within a specific department based on indicated interest in their application materials. Interns will spend the majority of their time in their department, with cross-departmental work where required or if specifically requested by the intern.

This internship will be hybrid, with some in office and some remote days, in accordance with WPA's full time staff policies. Regular hours during our office hours will be established on an individual basis with each intern.

**Position Information:**

**Department Specialities to be Selected from the Following:**

- Advancement
- Arts Education
- Marketing & Communications



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**Minimum Qualifications**

- High School Diploma or equivalent
- Some post-secondary/collegiate-level coursework

**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 events (e.g. at concerts and other events) as needed; regular work hours will be adjusted to accommodate events.

**Compensation**

- Interns who complete the full 12 weeks and work at least 20 hours per week will receive a stipend of \$2,600
- Interns commuting to the office are eligible for transportation subsidization up to \$400 during their 12 week internship

**Specific Conditions of Work**

- General office environment and/or teleworking - this internship will be hybrid, with some in office and some remote days.
- Minimum of 20 hours per week required, regular hours during WPA's office hours will be established with each intern on an individual basis.
- Background screening will be required upon acceptance of the position.

**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



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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.

**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.