



**WASHINGTON**  
**PERFORMING ARTS**  
We make it happen

**Position Title: Marketing, Communications, and Creative Media Intern  
Spring 2026**

**GENERAL INFORMATION:**

**Department: Marketing, Communications, and Creative Media**

**Position Summary:** The Washington Performing Arts (WPA) Spring 2026 Marketing, Communications, and Creative Media Internship provides administrative assistance and logistical support to the Marketing, Communications, and Creative Media (MCCM) department staff. This is an exciting educational opportunity to work with a cooperative, supportive, and passionate team, which enriches our D.C. community with vibrant performing arts experiences. The ideal candidate is curious, communicative, enjoys writing, learning about marketing for the arts, and can meet deadlines.

**Application Period:** This position will be accepting applications from Tuesday, September 23<sup>rd</sup> to Tuesday, October 21<sup>st</sup>.

**Internship Stipend:** \$2600 plus up to \$400 in transportation reimbursement for commute expenses (*parking/public transportation*) to 1400 K Street NW, Washington DC 20005 and WPA events.

**Internship Dates:** Monday, January 26th, 2026, to Friday, April 17th, 2026 (*option to extend*)

**To Apply:** Please email your resume and cover letter with the Subject Line: "MCCM Intern, Spring 2026 Application" to [interns@washingtonperformingarts.org](mailto:interns@washingtonperformingarts.org)

**ABOUT WASHINGTON PERFORMING ARTS:**

One of the most established and honored performing arts institutions in America, Washington Performing Arts has engaged for more than half a century with artists, audiences, students, and civic life. The city is truly our stage: for decades, in venues ranging from concert halls and clubs to public parks, we have presented a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, gospel music, jazz, culturally-specific genres, dance, and more. We also have an ever-expanding artistic and educational presence on the internet, envisioning ongoing opportunities for online connection and community.



## WASHINGTON PERFORMING ARTS

We make it happen

Washington Performing Arts deeply values its partnerships with local organizations and other arts institutions. Through events online and in myriad performance venues and neighborhoods, we engage international visiting artists in community programs and introduce local artists to wider audiences. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through residencies and education programs. Our achievements have been recognized with a National Medal of Arts and with three Mayor's Arts Awards from the DC Government. We have now embarked upon our second half-century, ever inspired by the motto of our founder, Patrick Hayes: "Everybody in, nobody out."

### **Internship Project Details:**

This internship provides valuable exposure to marketing initiatives in the nonprofit sector, as well as practical skills that are transferable to careers in arts administration, fundraising, and stakeholder engagement.

Working closely with the Marketing, Communications, and Creative Media department, the intern will begin by learning the basics of Washington Performing Arts marketing and communications tactics and initiatives and putting them into practice.

### **Duties & Responsibilities**

- **General Support**
  - With the marketing team, brainstorm and develop ideas for increasing the public's awareness of and participation in Washington Performing Arts's wide range of artistic, educational, and community programs.
- **Publications and Advertising Support**
  - In cooperation with the Senior Manager, Marketing & Publications, craft copy for email campaigns and advertising including *The Washington Post* Guide to Lively Arts listings.
  - Support creation of performance and event program content, including formatting of Large Print programs and other digital and print materials. Work with local print vendors to bid on print projects such as postcards, posters, and programs.
  - With Patron Services team, develop group sales and student ticket fliers and outreach.
  - Research local businesses for cross-promotional opportunities.
- **Visibility and Social Media**
  - With Digital Content Manager, support creation of written copy for social media captions. Brainstorm ideas for new content on social media platforms.



## WASHINGTON PERFORMING ARTS

We make it happen

- Assist with developing video and photo content for the annual gala, including capturing content the night of the gala (March 21<sup>st</sup>, 2026).
  - Assist with building out performance Feedback survey emails in emarketing platform (WordFly).
  - Upload and tag organizational photos into the data management system (ResourceSpace).
- **Archival Support**
  - Assist with scanning archival photographs, backing up archival audio and video files, and cataloguing these materials.
- **General Internship Responsibilities**
  - Participate in a variety of internship professional development meetings including resume building, conversations with industry professionals, and networking opportunities
  - Opportunities to work as support staff (greeter/usher) at performance events throughout the spring
  - Additional responsibilities as assigned

### Minimum Qualifications

- 18 years of age or older at the time of applying;
- High School Diploma;
- Legally authorized to work in the United States;
- Based in the Washington, D.C. metro area;
- Completion of a background check required

### Preferred Skills/Qualifications

- Outstanding oral and written communication skills
- General understanding of marketing and communications concepts and tactics
- Curious mindset
- Self-starter
- Ability to set priorities and meet deadlines
- Prior experience in an administrative setting preferred
- Interest in the performing arts, music, and/or nonprofit organizations
- Technological Proficiency: Microsoft Word, Excel, Outlook, virtual meeting platforms
- Ability to maintain data privacy and uphold security best practices when handling sensitive information

### Specific Conditions of Work



## WASHINGTON PERFORMING ARTS

We make it happen

- 20 – 25 hours per week hybrid (minimum 2 days in office) work environment with office space for in-person work. If you are enrolled in a degree program that requires a full-time internship, please indicate that on your application and we will try to accommodate your request. Please note, the stipend amount cannot be adjusted.
- Laptop will be provided for the duration of internship
- Must have reliable transportation and internet connection for remote work
- Internship hours are between 9:00 a.m. to 5:00 p.m. timeframe and can be tailored to meet the needs of the Marketing, Communications, and Creative Media Department and the applicant

### To Apply

- Please email your resume and cover letter with the Subject Line: “MCCM Intern, Spring 2026 Application” to [interns@washingtonperformingarts.org](mailto:interns@washingtonperformingarts.org)

---

### Organizational Diversity and Inclusion:

Washington Performing Arts is committed to diversity, equity, inclusion, and access in all aspects of our work. In keeping with our mission and guiding principles, we seek, represent, and welcome a multiplicity of voices in everything we do from programmatic content to the composition of our board and staff. Accordingly, we seek to build a team that reflects and meets the needs of the community we are part of and serve. While we have made important progress, we continue to pursue that goal through intentional, focused learning, and action.

Hiring a diverse workforce is but one component—we strive to make Washington Performing Arts ever more inclusive, and true to our founder’s guiding ethos of “everybody in, nobody out.” To gain the maximum benefit from our increasingly diverse team, we wish to make every employee feel welcome and motivated to do their best work. We know that we work better together in service of Washington Performing Arts’ mission, because of our differences, not despite them.

### Equal Employment Opportunity 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. Washington Performing Arts’



**WASHINGTON**  
**PERFORMING ARTS**

We make it happen

employment decisions are made based on the needs of the organization and qualifications of the applicants and employees.