



WASHINGTON
PERFORMING ARTS
We make it happen

Position Title: Community Engagement Intern - Spring 2027

GENERAL INFORMATION:

Department: Strategic Partnerships and Special Productions Team

Position Summary: The Washington Performing Arts (WashPA) Spring 2027 Community Engagement Internship is a hybrid, part-time position that will provide administrative assistance and logistical support to the Strategic Partnerships and Special Productions Team.

Application Period: This position will be accepting applications from Monday, October 26, 2026 to Monday, November 9, 2026.

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 11, 2027, to Friday, April 2, 2027

To Apply: Please email your resume and cover letter with the Subject Line: "Community Engagement Intern Spring 2027 Application" to 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.

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



WASHINGTON PERFORMING ARTS

We make it happen

education programs. Our achievements have been recognized with a National Medal of Arts and with four 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."

Mars Arts D.C. is Washington Performing Arts' signature community engagement initiative, presenting and elevating the vibrant arts and business communities across all eight wards of the District. A partnership between Washington Performing Arts, Jacqueline Badger Mars, and Mars, Incorporated, Mars Arts D.C. extends WPA's artistic vision and mission beyond traditional performance venues, creating opportunities for artists and communities to connect through meaningful, long-term partnerships. Working at the intersection of arts, community, and civic life, Mars Arts D.C. collaborates with local artists, businesses, Business Improvement Districts (BIDs), neighborhood organizations, cultural institutions, libraries, embassies, and other civic and community partners. Through artist engagements, residencies, educational programs, performances, public-space activations, and special productions, the initiative brings exceptional artistic experiences into the places where people live, work, and gather, supporting artists, strengthening community partnerships, and creating accessible opportunities for audiences to experience and participate in the arts.

Internship Project Details:

The Washington Performing Arts (WPA) Spring 2027 Community Engagement Internship provides administrative, programmatic, and logistical support to the Strategic Partnerships and Special Productions Team, with a primary focus on Mars Arts D.C. The intern will contribute to the planning, coordination, implementation, and documentation of community engagement programs and partnerships, working closely with artists, community organizations, venues, businesses, and WPA colleagues.

This internship offers hands-on experience in community-based arts programming, artist relations, partnership development, event production, and nonprofit administration. The intern will gain an understanding of how an established performing arts organization builds meaningful relationships with artists and communities while expanding access to the arts across Washington, D.C.

Duties & Responsibilities

- **Mars Arts DC Program and Event Support**



WASHINGTON PERFORMING ARTS

We make it happen

- Assist with planning, coordinating, and executing Mars Arts D.C. performances, artist engagements, community activations, and special productions.
 - Coordinate event logistics, including schedules, run-of-show documents, staffing plans, venue arrangements, artist needs, and day-of contact sheets.
 - Prepare event materials and draft correspondence for artists, community partners, venues, and internal WPA teams.
 - Contribute to brainstorming sessions on programming themes, artist selection, and audience engagement.
 - Provide on-site support with event setup, artist and partner coordination, audience engagement, and closeout.
 - Prepare and track Letters of Agreement (LOAs) and related artist engagement documentation.
 - Assist with post-event reporting by collecting attendance data, photographs, feedback, and other program materials.
- **Marketing & Communication Support**
 - Assist with creating and tracking Asana tasks for marketing assets associated with Mars Arts D.C. events and programs.
 - Coordinate with the Strategic Partnerships and Special Productions Team and the Marketing, Communications, and Creative Media Team to track deliverables, deadlines, and approvals.
 - Help gather and organize event information, artist biographies, photographs, program descriptions, and other materials needed for promotional use.
 - Assist with preparing informational materials for print and digital distribution.
 - Upload event photographs and related materials to ResourceSpace, WPA's digital asset management platform.
 - Help document Mars Arts D.C. activities and organize materials for internal reporting, partner communications, and future program development.
- **General Internship Responsibilities**
 - Participate in a variety of internship professional development meetings including resume building, conversations with industry professionals, and networking opportunities
 - Provide on-site assistance for day of the Gala on Saturday, March 13, 2027 (attendance required)
 - Support staff at main stage performance events throughout the spring
 - Additional responsibilities as assigned

Minimum Qualifications



WASHINGTON PERFORMING ARTS

We make it happen

- 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

- Experience in producing small and/or large scale events
- Outstanding oral and written communication skills
- Excellent customer service skills
- Ability to set priorities and meet deadlines
- Prior experience in an administrative setting preferred
- Interest in the performing arts and/or nonprofit fundraising
- 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

- 25 hours per week hybrid (Tuesdays and Thursdays in the office preferred) work environment with office space for in-person work. The 25-hours will be flexed according to the event schedule. Night and weekend availability will be requested with notice. 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 flexible within the 9:00 AM to 5:00 PM timeframe and can be tailored to meet the needs of the Strategic Partnerships and Special Productions Department and the applicant.

To Apply

- Please email your resume and cover letter with the Subject Line: "Community Engagement Intern Spring 2027 Application" to interns@washingtonperformingarts.org
-



WASHINGTON PERFORMING ARTS

We make it happen

Organizational Values

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 workforce that embodies and reflects these values is but one component — we strive to make Washington Performing Arts ever more inclusive, and true to our founder's ethos of "everybody in, nobody out." We aspire 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' employment decisions are made based on the needs of the organization and qualifications of the applicants and employees.