Education Department

Position: Intern

General Description
This position provides overall administrative assistance to the education staff in support of the various youth and adult education programs such as Concerts In Schools, Feder Memorial String Competition, Misbin Chamber Music Competition, Embassy Adoption Program, Summer Camps, and Washington Performing Arts’ Gospel Choir program. Additional duties include providing assistance to the education staff in preparation for various educational initiatives such as in-school residencies, master classes, adult and children’s vocal workshops, and other projects.

Duties and Responsibilities May Include:
- Communicating with the school administration and teaching community, local artists, organizational partners, choral community, schools, and churches.
- Assisting with logistic needed in preparation for the weekly choir rehearsals for the gospel choir and at times, the ability to assist with production needs on-site at rehearsals, in preparation for the performances and other community events
- Providing assistance with overall administrative and production needs for ongoing educational initiatives
- Updating constituent information in Tessitura (database software)
- Evaluating teaching artists during in-school residencies and performances.

Requirements:
- Interest/background in the performing arts from diverse global traditions
- Strong organizational skills
- Excellent oral and written 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
- Computer skills: Microsoft Word, Excel (preferred)
- Some prior experience in an administrative setting preferred

Schedule/Hours
20-25 hours per week required. Washington Performing Arts office hours are from 9:00 am to 5:30 pm. Internship hours are flexible within this time frame and can be tailored to meet the needs of the Education Department and the applicant.

Compensation
Washington Performing Arts offers unpaid internships. Complimentary tickets to performances may be provided, subject to availability.

Updated 06.03.14