Programming & Production Department

Position: Mars Urban Arts Initiative Intern

General Description:
The Mars Urban Arts Initiative seeks to fuel joint planning between Washington Performing Arts and grassroots neighborhood arts makers, local businesses, and other local residents. Washington Performing Arts will utilize its resources and connections with national and international artists to facilitate artist-to-artist dialogue, the sharing of artistic principles, and programs that amplify the voice and prominence of artists living in the Washington, D.C. community.

Duties and Responsibilities May Include:

• Conduct research on potential community artists, potential partner organizations, and alternative venues within D.C.
• Participate in meetings and brainstorming sessions with Mars Urban Arts Curator and community partners
• Work with Mars Urban Arts Curator to identify and develop performance opportunities for community artists within the Washington Performing Arts season
• Provide production needs and logistical support for community events
• Serve as an on-site lead for select community events
• Work with the Washington Performing Arts external relations department to publicize program events and ensure branding includes funder acknowledgements
• Collect supportive materials and work with Mars Urban Arts Curator to develop reports for funders

Qualifications:

• Must be curious and enthusiastic about community arts
• Connection to the local arts community strongly preferred
• Ability to work independently and follow directions
• Strong organizational skills
• Strong communication and interpersonal 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

Schedule/Hours
20 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 Mars Urban Arts Curator and the applicant. Please note that you may be requested to work occasional evenings/weekends to assist with events.

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

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