



Position: Intern with Festivals, DC and the DC Jazz Festival (Washington, DC), www.dcjazzfest.org

Description: Interested in a career in arts management, arts education, business management, or communications? College and graduate students are encouraged to apply for a 2012 Internship at Festivals DC located in the Georgetown area. Our internship program provides hands-on experience in the world of music programming, nonprofit management, community engagement, and arts education.

AREAS OF FOCUS: (Interns will be chosen for ONE of the focus areas)

- 1) COMMUNICATIONS AND ARTS MARKETING
- 2) ARTS EDUCATION (PRIMARILY JAZZ AND SOME VISUAL ART)
- 3) PARTNERSHIPS AND OUTREACH

Period: Minimum of 16 weeks required at 20 hours per week.

School Credit and Time Commitment: If the applicant is pursuing an internship for school credit, the intern will be expected to provide all forms and school documents to the Managing Director to ensure that all school requirements are met. The internship requires a 20-hour week minimum, with some weekends and evenings required for concerts and arts programs. There may be some flexibility of work hours for interns who need to work within their class schedule. Interns will be required to adhere to the negotiated schedule.

Duties and Skill Requirements: Successful applicants should possess at least one full year of business, liberal arts, arts management, communications, education, or arts-related study at the college level. Excellent written and verbal communications skills are essential. Applicants who demonstrate a sincere interest in the behind-the-scenes operation of an arts/cultural center or in the communications field are encouraged to apply. Intern duties will be assigned with skill set and interest. Below is a description of the kinds of duties assigned and general requirements

Duties:

- Depending on the area of focus, assist the Director of Communications and the Director of Education in coordinating tasks and projects associated with the 2011 Festival Season and Year-round Education Programs;
- Maintain website performance/education/social calendars and research, sign-on and maintain other guerilla marketing online placements for 12-13 season;
- Research projects
- Work marketing or education table/booth at performances/exhibits (occasional evening and weekend required)
- Coordinate and maintain Facebook, Twitter and other social media
- Evaluation Tally and Summary
- Assist accountant and bookkeeper with general accounting and office duties such as filing, copying, collecting grant report documents, organizing accounting documents and other duties.
- General administrative duties including data entry
- Be a member of the promotion and/or street team to help publicize events
- Serve as production assistants for the annual festival

Requirements:

- Interest in at least three of the following: communications, marketing, social networking, community engagement, event planning, jazz, arts (music/visual arts) education, arts integration, business or nonprofit management.
- Good computer skills, including MS Excel
- Good working knowledge of social networking sites
- Ability to work independently on tasks and to ask for direction whenever needed
- Positive attitude
- Responsible with Good judgment and interpersonal skills

Deadline: February 15, 2012

Please submit a cover letter and resume to Anu Thapa at anu@dcjazzfest.org, SUBJECT: INTERNSHIP