

Spring 2015 Kennedy Center Intern Descriptions

Program Dates: January 26 – May 15, 2015

Application Deadline: October 17, 2014

Application instructions available online at:

<http://www.kennedy-center.org/education/internships/>

Advertising/Marketing – Communications/Media

The Communications/Media Intern writes copy for print and radio; researches, writes, and manages visual assets for social media (Facebook, Twitter, Tumblr, Instagram, etc.); builds promotional emails using a variety of copy and multimedia assets; helps film and edit marketing videos; assists in planning and implementing cultivation strategies for MyTix, the Kennedy Center’s Millennial program; facilitates and collates ad design approvals; and assists the marketing staff as needed. Candidates should have solid creative writing skills, excellent proofing skills, social media savvy, a high level of organization, and an interest in marketing strategy. Familiarity/experience with Final Cut Pro or iMovie a plus, but not required. *Candidates should submit a writing sample that demonstrates their promotional or journalistic writing acumen (ideally not an academic paper).*

Advertising/Marketing - Graphic Design

The Graphic Design Intern works as part of the in-house design team to design newspaper advertisements, print collateral, web graphics, and signage in support of selling the Center’s performances. The Intern will produce real projects that can be added to their professional portfolio. *Candidates should submit at least 3 examples that demonstrate their design skill or supply a link to their portfolio website*, be well-versed in the Adobe Creative Suite (Photoshop, InDesign, Illustrator) on a PC platform, and have knowledge of and/or experience with print production.

Advertising/Marketing– Strategy & Content Planning

The Marketing Intern actively participates in developing marketing strategy for current productions; assists in planning and implementing cultivation strategies for MyTix, the Kennedy Center’s Millennial program; helps manage affinity and outreach marketing; brainstorm and creates engaging content; and assists the marketing staff as needed. Candidates should have previous office experience, basic knowledge of marketing principles, a passion for the performing arts, excellent problem solving skills, and ability to communicate clearly and effectively.

Development- Corporate and Foundations Relations

Each year, the Corporate and Foundation Relations (CFR) team raises approximately \$20 million from corporations, foundations, and government organizations in support of the artistic and educational programming of the Center, NSO, and WNO. This includes the Teaching, Learning, and Partnership programs; Career Development programs; Performances and Events for Young People and Families; the Center’s dance, ballet, jazz, and theater seasons; the NSO’s classical and pops series; the WNO’s productions, and the Corporate Fund. The CFR Intern will help the larger CFR team fundraise for these programs by researching new donors and creating informational briefings; drafting and/or preparing solicitations; following-up on outstanding solicitations; and drafting acknowledgement letters. The CFR Intern will also be invited to attend appropriate program-specific meetings and help the CFR assistants with administrative work.

Development – Corporate and Foundation Relations, Corporate Fund

Each year, the Corporate and Foundation Relations (CFR) team raises approximately \$20 million from corporations, foundations, and government organizations in support of the artistic and educational programming of the Center, NSO, and WNO. A component of this overall strategy is the Corporate Fund, a cadre of approximately 100 companies providing general operating support annually to the Center. The Corporate Fund is charged with raising \$4 million dollars annually through renewals of current corporate contributors and solicitation of new corporations and CEO's. The Corporate Fund Intern will contribute to these fundraising efforts by researching new corporate prospects and creating informational briefings when necessary; compiling solicitations and mailing packets; following-up on solicitation campaigns with prospective companies; creating and updating corporate records in our constituent database; drafting solicitation and follow-up materials (both print and electronic); and assisting the Corporate Fund team in stewarding/acknowledging donors that participate in special events (including the Mark Twain Prize and Kennedy Center Honors). The Corporate Fund Intern will also be invited to attend appropriate program-specific meetings and assist with administrative projects.

Development – Volunteer Management/Friends of the Kennedy Center

The Friends of the Kennedy Center Intern experiences first-hand the extraordinary commitment of the Center's large and diverse volunteer corps and the invaluable service they provide eleven hours a day, seven days a week, throughout the year. He/she not only learns the basic principles of management – recruitment, retention, and recognition – but is also involved in all other aspects of the volunteer program as well. Skills learned and utilized in this position include: event planning; professional writing techniques through working on the Friends newsletter; graphic design; festival volunteer coordination and recruitment procedures; supervision of outreach programs including outreach to the International community and NextGenFriends, volunteers 35 and under; and research on arts volunteerism throughout the United States as well as in other countries. Friend's Interns also serve as liaisons with many departments throughout the Kennedy Center which utilize volunteers, so the Intern is able to get an idea of how the whole Center works, and how the volunteer program works within that structure.

Development- NSO/WNO

The NSO/WNO Individual Giving Intern works with both the Washington National Opera and National Symphony Orchestra Development teams. Both the NSO and WNO development teams are charged with raising funds for three major campaigns: a Major Gift Annual Fund, which includes gifts of \$30,000 and greater; a Board Campaign Annual Fund, with gifts from members of the NSO and WNO Boards respectively; and a Circles Campaign, with contributions between \$1,200 and \$30,000; This position is an opportunity for those interested in fundraising, the arts, symphonic music and opera, and event planning. Responsibilities include prospect identification, research, cultivation, solicitation, and donor stewardship, as well as maintenance of donor records and biographical information, preparation of materials for donor correspondence and meetings, and special event planning in conjunction with both the WNO and NSO Balls.

Development- Major Gifts and National Advancement

The Major Gifts Intern works with both the Major Gifts office and the National Advancement office in the Development Department. The Major Gifts office is comprised of four main campaigns: the Major Gift Annual Fund, which includes undesignated gifts of \$30,000 and greater; the Trustees' Annual Fund, gifts from the Kennedy Center's presidentially appointed Board of Trustees; the Circles, contributions between \$1,200 and \$30,000; and the Planned Giving Program, which manages bequests and other estate plans. The National Advancement team is responsible for three donor committees: the President's Advisory Committee on the Arts, the National Committee for the Performing Arts, and the Kennedy Center International Committee on the Arts. The Major Gifts Intern observes and participates in every aspect of donor servicing for the campaigns and committees listed above. Responsibilities include prospect identification, research, cultivation, solicitation, and donor stewardship, as well as maintenance of donor records and biographical information, preparation of materials for donor correspondence and meetings, and special event planning.

Development – Special Events

The Special Events office plans, coordinates, and executes more than 400 events each year, including the Kennedy Center Spring Gala, the Mark Twain Prize for American Humor, the National Symphony Orchestra Season Opening Ball, insider events, cast parties, corporate events, and other private events. The Special Events intern is expected to contribute to the overall event planning, coordination, and organizational efforts of the Center, while interfacing effectively with internal and external customers, departments, and organizations. The intern works in every facet of the event process and learns how to produce event-related printed materials, design invitations, compile and track guest lists, choose menus, select design décor, choose floral arrangements, work with external clients and contracts, and assist with room setup and break down. The intern also has the opportunity to coordinate an event from start to finish, providing a unique learning opportunity and an overall sense of event planning.

Development- Special Programming

The Special Programming Intern will work directly with the Special Programming team to assist in producing Kennedy Center Galas and other Special Events. Specific duties will include researching artists in all performing arts mediums, creating and maintaining relevant research tools and databases, and assisting in show logistics. The Intern will also act as a liaison to internal departments including Development, Production, NSO, WNO, Marketing, Press, Advertising, and other Programming departments.

Education- Changing Education Through the Arts

Are you interested in arts education, education program development, and event planning? In this internship, you'll learn about and assist with participatory workshops that show teachers how to integrate an art form with another subject area (e.g., dance with science, drama with language arts, music with math) or workshops that offer strategies for teaching the arts (music, dance, theater, visual art). Duties include attending and evaluating educational events and performances, coordinating technical and logistical details for events, and assisting with the preparation of teacher resource materials. The intern communicates with teachers and principals throughout the DC metropolitan area and teaching artists from across the country. Ability to use Microsoft Office and internet is required; knowledge of Publisher is helpful. This internship is offered in the fall and winter/spring semesters (occasionally summer semesters). *Candidates should submit two letters of recommendation and a writing sample for this position.*

Education- DC School and Community Initiatives

DC School and Community Initiatives, a division of Education at the Kennedy Center, promotes equity and access in arts education for students in Pre-Kindergarten through grade12 enrolled in DC public schools (DCPS and charters), and in community based settings. Our mission is to support student learning in, through and about the arts as an integral component of a comprehensive education for students grades Pre-Kindergarten through 12. Programs that the intern will work on with the three-member administrative team include the DC Partnership Schools Initiative, Duke Ellington School Partnership, and performance access programs for under-resourced communities (MyTix Community Groups and America's Promise "Get on the Bus").

Education- Events for Students/Opera Institute (summer only)

The primary focus of this Internship is to assist in the planning and implementation of WNO's Opera Institute. Opera Institute is a pre-professional training program for high school singers from around the country (and world) who are interested in a career in opera. This hands-on Internship serves as an introduction to the professional world of opera and would be ideal for a student interested in music education, arts administration, or leadership of performance programs. The Institute is a demanding summer intensive for 30 high school students and over 25 guest artists, including nationally renowned opera singers and other professionals in the field. It requires the Intern to be very organized, alert, flexible, and full of energy. Experience working with students and a background in opera are preferred but not required. Applicants should have strong Microsoft Office skills. Some weeknight and weekend work is required.

Education- Explore the Arts

Designed primarily for adult audiences, Explore the Arts (ETA) events include participatory workshops, lectures, discussions, master classes, and open rehearsals that allow patrons to engage with the arts on a deeper level. ETA provides opportunities for audiences to examine an art form or artist and experiment with their own artistry. Placement with ETA gives Interns an opportunity to interact with nearly every department within the Kennedy Center and provides an extensive view of the Performing Arts and Arts Management. The intern will participate in the planning, execution, documentation, and analysis of ETA programs in the areas of Ballet, Contemporary Dance, Jazz, Classical Music, Opera, and Theater. The intern will also assist with the marketing/outreach for the aforementioned programs as well as the Exploring Ballet with Suzanne Farrell program and the Kennedy Center/Stephen Sondheim Inspirational Teacher Awards. In addition, the intern will assist with the development of "Explore the Arts 2.0", the integration of new media and technology into Explore the Arts programming.

Education- Kennedy Center American College Theater Festival

The Kennedy Center American College Theater Festival (KCACTF) intern experiences a complete cycle in the festival year. Beginning with assisting in travel and logistical arrangements for the eight KCACTF regional festivals that occur throughout the country during the months of January and February, the work tempo switches to high gear when preparations for the national festival in Washington begin in early March. The intern shoulders substantial responsibility in festival management areas including, but not limited to, artist relations, registration and travel for individual Festival participants, assistance with the coordination of festival workshops and master classes, and when applicable, production management responsibilities for projects in the Terrace, Family, Millennium Stage and Theater Lab spaces.

Education – National Partnerships

The National Partnerships intern learns about the field of arts education from a national perspective. The intern assists with communications and contracting, prepares educational materials, and prepares for and attends meetings. The intern learns how to write, design, and maintain an effective monthly e-newsletter and assists in the planning, preparation, and execution of multi-day conferences for arts education leaders from across the country.

Education- National Symphony Orchestra (NSO)

The National Symphony Orchestra (NSO) Education programs introduce young people and families to classical music by presenting specially-designed live NSO performances; develop and promote talented young people through competitions and training programs; and develop and promote the role of performing arts education nationally. The NSO Education intern, during the school year, works primarily on the NSO In-School Ensemble project, sending NSO ensembles into the DC public and charter schools.

Education- Research and Evaluation

Have you ever wondered what the impact of the arts is on student learning? Did taking an arts class change the way you think? The Kennedy Center is currently studying these very things. We are looking for curious, extremely organized, quick-learners to help us execute these important studies throughout schools in DC. Interested interns will help prepare research materials, collect data in schools throughout DC, and will learn the methods of how research studies in the arts are set up, reviewed, and administered. They will participate in data entry and will learn how the data are analyzed to reveal results that answer these questions.

Education- Theater for Young Audiences

Kennedy Center Theater for Young Audiences (KCTYA) commissions, produces, and presents productions for young people and families in all the performing arts disciplines. The Intern participates fully in the administrative life of a producing and presenting organization. The Intern's varied duties include assisting with production meetings, auditions, artist hospitality, technical rehearsals, scheduling, contracts, *Playbill*, sales analysis, commission's research, season planning, and budgeting.

Education – VSA Communications and Event Planning Intern

The VSA Communications and Event Planning Intern will have the opportunity to assist in social media and other promotional efforts for three large-scale events to take place in summer 2015. This internship will require creation of unique content for social media platforms (Facebook, Twitter, Instagram, Wordpress). We are seeking someone who is self-motivated, creative, energetic, and a team player. Graphic design skills and/or a clever sense of humor are appreciated. Candidates should possess familiarity and/or interest in the arts, education, and disability, solid creative writing skills, excellent proofing skills, social media savvy, a high level of organization, and experience or interest in large-scale event planning. The possibility of extending internship through mid-August 2015 exists. Candidates should submit a writing sample that demonstrates their professional writing capabilities (blog post, newsletter, promotional event announcement, etc.).

Education – VSA 25/40 Celebration Intern

The VSA 25/40 Celebration Intern will assist in programming the celebration of the 25th anniversary of the Americans with Disabilities Act and the 40th anniversary of the founding of VSA to culminate in a month long celebration of the history, arts, and culture of the disability experience in July 2015. The internship will be centered on research for, design and production of, and coordination of travel for the celebration. Candidates should possess strong research and writing skills, ability to work well in a fast-paced environment, multitask, and perform tasks with minimal supervision. Intern will have the opportunity to take part in a collaborative effort between multiple national and international institutions with a focus on disability rights through high-profile, public events. The possibility of extending internship through mid-August 2015 exists. Candidates should submit a writing sample.

Education – VSA Intersections Conference Intern

The VSA Intersections Conference Intern will participate in the planning for the 2015 VSA Intersections: Arts and Special Education Conference. Intern will gain hands-on learning experience in the areas of large-scale event management, special education, and arts education. The internship will provide the opportunity to gain experience in performance production, research, marketing and outreach, corresponding with registrants and vendors, managing content for Guidebook app, and coordination of conference logistics. Competitive candidates should possess experience and/or interest in arts and/or special education, interest and/or experience in event management, strong attention to detail, and excellent writing and communication skills. The possibility of extending internship through mid-August 2015 exists. Candidates should submit a writing sample.

Education – VSA Programs Intern

The VSA Programs team in the VSA & Accessibility Office is offering a hands-on learning experience in arts administration in the areas of performing and visual arts. Programs focus on arts education for students with and without disabilities in grades Pre-K through 12 and for emerging artists (up to age 25). The VSA Programs Intern provides integral support in the areas of special event planning; performance production; research; marketing and outreach; correspondence with teachers, artists, and arts organizations; as well as general administrative duties. Competitive candidates should possess proficiency with standard MS Office programs (Word, Excel); good communication skills with a variety of people and personalities; familiarity and/or interest in performing arts and/or visual arts; familiarity and/or interest in disability-related programs; and experience with special event planning.

Institutional Affairs

The Institutional Affairs Office oversees the Center's efforts to expand its national and International profile. The Office manages the Center's government relations, protocol and diplomatic relations, and its Vice President serves as the Assistant Secretary of the Kennedy Center Board of Trustees and staff liaison for the Community Advisory Board. Potential Intern responsibilities include, but are not limited to, assisting with major Kennedy Center special events, including the Kennedy Center Honors, Mark Twain Prize for American Humor, NSO Ball and Spring Gala; outreach to Capitol Hill and the Administration; assisting in the planning and implementation of meetings for the Board of Trustees and the Community Advisory Board; and serving as the liaison between Millennium Stage performances, embassies and Capitol Hill.

IT- Multimedia

The Multimedia Internship provides an active, hands-on opportunity in the field of professional multimedia production. The Intern works with a wide range of media – including video, audio, web, and photography – using a broad set of tools in a variety of situations. The Intern assists in the filming of performances, live broadcasting, the making of short documentary features on leading artists and musicians, web content creation and delivery, video and photo editing, logging and capturing, and other media related tasks. The Intern should have experience in professional video production and multimedia content creation and delivery, camera operation, familiarity with non-linear video editing (e.g. Final Cut Pro), and image processing (e.g. Adobe Photoshop).

IT- Web Development

The Web Development Intern will be responsible for supporting the existing web infrastructure as well as developing new pages. The ideal candidate must display superlative written and oral skills with demonstrable interpersonal and organization abilities. A candidate for this position must be able to work in a logic oriented, deadline driven, fast-paced business environment. Flexibility, a sense of humor and tolerance are required.

National Symphony Orchestra Operations

The National Symphony Orchestra (NSO) Operations Intern learns about the production of orchestral concerts and the day-to-day operations of a professional symphony orchestra. While assisting the NSO Operations/Production Department, the Intern learns firsthand how to prepare, plan, and produce symphonic, pops, education, and televised programs, as well as rehearsals and concerts at home, outdoors, and on the road. In addition to day-to-day operations and concert production, the Intern also has the opportunity to learn about other areas of orchestra administration (e.g., artistic administration, education, personnel, music library, and public relations) and how they interact with the operations department.

Press- Classical Music Press

The Classical Music Press Intern assists the National Symphony Orchestra and Washington National Opera press representatives to promote performances and prepare program books. Valuable hands-on experience will allow the Intern to become a stronger candidate for entry-level employment with an arts organization.

Press- Kennedy Center Press

The Kennedy Center Press Intern works with several members of the Center's Press Office, providing the opportunity to observe and gain understanding of the Center's relationship to a variety of media outlets, including print, radio, and television. The Intern will learn nuts-and-bolts skills that apply to any press office, including cataloguing press clips, assisting with press events, and researching media outlets. The Press Intern is also assigned their own press outreach project and with the guidance of a Senior Press Representative will draft a press release, compile a media list, and go through all the steps of a Kennedy Center press announcement.

Production

The Kennedy Center Production Department is a busy, fast-paced group that supports all of the other departments in the production and presentation of shows and events in the Kennedy Center. The production Intern becomes an integral part of the department in learning all aspects of production: scheduling, logistics, and technical production. Each Internship is designed around the skills and interest of the candidate. Past Interns have assisted scenic designers, stage managers, and production managers on various shows or festivals, in addition to providing administrative support to the Department. The Intern develops an understanding of how a show is produced, improves communication skills; expands organizational and logistical skills.

Programming - Dance Programming

The Dance Programming Intern will work with the Dance Programming Team to present the Kennedy Center's Ballet and Contemporary Dance seasons, produce The Suzanne Farrell Ballet, and support local dance on the Millennium Stage. More specifically, the intern helps with the ballet supernumerary program and artist hospitality, provides additional support for visiting dance companies, and attends performances as a representative of Dance Programming. Interns also receive the opportunity to assist the Manager of The Suzanne Farrell Ballet with administrative tasks. The intern works with local artists to prepare for their dance performances on the Millennium Stage by formatting programs, facilitating production discussions, and acting as point of contact during performances. Additionally, the intern participates in the Local Dance Commissioning process. An intern may gain exposure to a wide variety of administrative topics including event planning, logistics, management, finance, engagement contracts, grants, arts education, press, marketing, and communications. Candidates should be detail oriented, highly motivated, good at multitasking, organized, able to work in a fast paced environment, and should have a strong interest in dance. The Dance Programming Internship requires some evening, weekend, and holiday availability. *Candidates should submit two letters of recommendation and a cover letter for this position.*

Programming - International Programming

The International Programming Intern would be involved in the planning and management of international performing artists for the Center's presentations and festivals. This is a busy hands-on position that requires a full time commitment as part of the Int'l Programming team. The intern will be given responsibilities, daily tasks and research projects to complete as part of the internship. The intern will participate in multiple activities of a fast pace office gaining valuable experience in the arts field.

Programming - Jazz Programming

The Jazz Programming internship provides practical arts administration experience, most specifically in the realms of artist company management, and concert presentation and production. Duties include arranging transportation, housing, backstage hospitality, and hosting jazz artists from around the world in performance at the Kennedy Center. Programming includes several performance series, plus other special/annual events. The intern assists with the processing of financial paperwork, contractual agreements, press materials, and artist technical specifications. The intern also attends production meetings regarding concert logistics. Additionally, the intern would be the main coordinator for a two-week jazz residency for young people *Betty Carter's Jazz Ahead*. This would include substantial logistical planning for arrival/departure, hospitality, production and day-to-day operation for 20+ residency participants and seven faculty members at Kennedy Center

Programming - Performing Arts for Everyone & Millennium Stage

Performing Arts for Everyone (PAFE) programs and produces the Millennium Stage free performance series, which takes place 365 days a year at 6:00pm in the Kennedy Center's Grand Foyer. In addition, PAFE coordinates, programs, and executes large scale festival events, including high profile concerts and holiday programming to include the annual Page-to-Stage Theater Festival and New Year's Eve at the Kennedy Center. The intern will have the experience of working with a wide range of artists from a variety of genres and will gain insight into the systems, strategies, and level of detail associated with managing large-scale and high-volume festival and performing arts events. Interested candidates should have an interest in a wide variety of artistic genres as the PAFE department works with dance, theater, a wide range of music, and many other unique kinds of programming. Duties of the PAFE intern include gathering biographical and photo information from every artist who performs on Millennium Stage, creating the daily program for the performance, and stage-managing one or more performance on Millennium Stage a week. As an intern in Performing Arts for Everyone, students will work directly with all staff members within PAFE to complete tasks across a variety of topics including project planning, general management, budgeting, contracts, artist hospitality, production, and any other arts administrative topics in which the student may be interested. Intern must be willing to work in a high output environment and must be able to prioritize work and be extremely organized. Knowledge of Microsoft Office Suite, and use of social media for marketing preferred. Requires some evening and weekend availability.

Subscriptions – Marketing and Sales

The Subscriptions Office Intern is responsible for working with all aspects of subscriptions series at The Kennedy Center. The Intern must be self-motivated, with the ability to work well independently and within a team in a results-oriented environment. The intern will work to assist in the three Subscriptions Telemarketing campaigns and must have good organizational skills, be computer proficient (Microsoft Word, Excel and Outlook), and have a passion and knowledge of the performing arts. Accuracy and attention to detail are crucial.

Washington National Opera – Artistic Administration

The Artistic Administration department of Washington National Opera is responsible for the planning, managing, and coordinating of the artistic activities of the organization, including season planning and coordinating solo artist and orchestra arrangements. The intern will learn and experience the day to day operations of an opera company - both in rehearsals and in performances. Intern responsibilities will include providing assistance to the department in all areas including artist research, visa applications, audition preparation, contracts, and special projects as needed.

Washington National Opera – Costume Studio

The Washington National Opera Costume Studio produces costumes for all WNO productions with the help of a professional staff of patternmakers, stitchers and crafts artisans in a state of the art costume facility. Interns will have the opportunity to improve and broaden costume construction skills, gain in depth understanding of the day to day operations of a professional costume shop, and work as part of a costume construction team. Qualified candidates are those with an interest in pursuing a career in costume management or technology, with basic to intermediate stitching or costume craft skills. *Candidates should provide access to a portfolio of their costume work, either in print or on line*

Washington National Opera – Domingo-Cafritz Young Artist Program

The Domingo-Cafritz Young Artist Program at Washington National Opera is a prestigious training program for opera singers and collaborative pianists on the verge of international careers, with ten singers and two pianists in residence for the 2014-15 season. Participants in the Program receive training from the Program's world-class faculty in the form of language instruction, voice lessons, music lessons, and much more. The Intern is an integral part of the Young Artist Program team and will experience the day to day operations of the Young Artist Program, providing administrative support to Program staff. Intern tasks will include, among others: coordinating performances across the Washington, DC metropolitan area, assisting with the daily schedule, coordinating travel for guest teachers and coaches, preparing marketing materials and performance programs, monitoring auditions, and special projects as needed. Qualified candidates are those interested in pursuing a career in artistic administration, arts education, or similar fields

Washington National Opera – Production

The opportunity to work at a nationally known opera company. Learn from the production staff that collectively has over 50 years of opera experience, and have worked at numerous opera companies throughout the U.S. and abroad. Learn how opera is created from start to finish. The intern will have direct involvement with the day to day operations of the Production Department providing support in all areas of the department, including, but not limited to, the opportunity to attend rehearsals (when in season); assisting with research projects, payroll and record keeping; assist with chorus or dance auditions; and much more.

Washington National Opera – Properties

The WNO Properties internship offers professional experience for qualified college students and recent graduates who are actively pursuing careers in properties design or theatrical production. Interns are entrusted with a great deal of responsibility and receive one-on-one mentoring from the Props Coordinator. Interns will have the opportunity to assist with researching, locating, and purchasing props. Candidates will need to have a car and the ability to work flexible hours while we are in production.