

Education

The following internship placements are available in the Kennedy Center Education division

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Education: Research and Evaluation Intern

Description: The Kennedy Center Research and Evaluation team is charged with studying the impact of various education programs on different constituents, including students, teachers, artists, and Kennedy Center partners. We are looking for a passionate individual who is interested in learning about arts evaluation and research on a collaborative team. Experience in research, database and website management, blogging, and strong writing skills, is desirable but not required. We value a willingness to learn and a sense of creativity!

Learning Objectives:

1. **Research Methods:** Intern will experience how research studies in the arts are set up, reviewed and administered, and participate in collaborative decision making.
2. **Presentation Skills:** Intern will learn how data are analyzed, and how to share data visually, orally, and in writing for multiple audiences. Intern will create products worthy of inclusion on resume.
3. **Awareness of Research Value:** Intern will develop an awareness of the role and the importance of research in arts fields and have practice in articulating that to internal audiences.

Placement Projects: In addition to administrative duties as assigned, Kennedy Center Research and Evaluation Intern will contribute to the following projects during their internship experience:

Placement Project A: Gather Information/Data

Collect data online and in-person, during on-site conferences and performances, as well as in local schools, from young audiences, teachers, and other participants in our work nationally and locally in order to inform our work. Conduct literature reviews as needed.

Placement Project B: Presentation Design and Development

Prepare online and written products, including blogs, data visualization, posters, and article drafts for presentation and publication.

Placement Project C: Data Management

Limited participation in data management tasks such as, data entry, transcription and interpretation of datasets

Education: National Symphony Orchestra Intern

Description: The National Symphony Orchestra (NSO) Education programs introduce young people and families to classical music by presenting specially-designed live NSO performances; developing and promoting talented young people through competitions and training programs. The NSO Education intern assists staff with all NSO Education projects and in the summer works primarily with the NSO Summer Music Institute – a 4-week festival of orchestral and chamber music for young musicians from across the nation and the world – June 26 to July 24, 2017. The intern is involved in all aspects of SMI and has his/her own projects of responsibility. After SMI is over, the intern will be involved in preparing for the new NSO Education Program season of concerts and training programs. We are looking for a passionate individual who believes in the power of classical music to inspire and enrich one's life. We seek a creative, detail-oriented and organized young musician interested in arts management.

Learning Objectives:

- 1. Organization of all details of an entire program from beginning to end;**
- 2. Communication in a Creative Environment;**
- 3. Ability to multi-task and prioritize work load.**

Placement Projects: In addition to administrative duties as assigned, Kennedy Center NSO Education intern will contribute to the following projects during their internship experience:

- Phase 1: Before Summer Music Institute
 - Initiative 1: Intern will prepare all documents and excel worksheets in preparation for students' arrival

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- Initiative 2: Intern will develop a Guidebook app & create a SMI 17 Facebook page
- Phase 2: During and Post-Summer Music Institute
 - Initiative 1: Intern will assist in all aspects of SMI, but particularly scheduling drivers for lessons, working with NSO Women’s Committee
 - Initiative 2: Intern will assist staff with operations details of the festival
 - Initiative 3: Intern will collate data from student program evaluations

Education: NSO Library / Education Internship

Description Paragraph: This intern would work in the NSO Library, focusing primarily on library duties for NSO Education’s Summer Music Institute, a 4-week festival of orchestral and chamber music for young musicians from across the nation and the world – June 26 to July 24, 2017. This intern would be supervised by the NSO Library staff in collaboration with NSO Education and learn the library skills necessary for implementing a major summer orchestral and chamber music program within the Kennedy Center. The NSO Library/SMI intern assists staff with all SMI library needs and would be fully immersed in SMI planning and implementation during the internship. We are looking for a passionate and detail-oriented individual who aspires to work in a symphony orchestra music library; who believes in the power of classical music to inspire and enrich one’s life and is interested in practicing these library skills as part of a large summer music program for student musicians. We seek a creative, detail-oriented and organized young musician interested in arts management, with primary focus on library duties.

Learning Objectives:

- 1. Organization of all details of SMI library needs (both orchestral and chamber) from beginning to end;**
- 2. Communication in a Creative Environment;**
- 3. Ability to multi-task and prioritize work load.**

Placement Projects:

The NSO Library/Education intern will contribute to the following projects throughout their internship experience. Additionally, interns may have other duties as assigned.

- Phase 1: Before Summer Music Institute
 - Initiative 1: Intern will learn and practice the basics of library work including but not limited to, procedures for communication with artistic staff and conductors, acquisition of repertoire, inventory and filling music, etc., and basics of part preparation (bowing processes, errata, bindings and page turns, etc.).

- Initiative 2: Intern will organize chamber music and conducting scores needed for SMI 2017, including pulling materials for SMI 2017, making a tracking system for what has been distributed, and providing masters and practice copies as necessary.
- Phase 2: During and Post-Summer Music Institute
 - Initiative 1: Intern will assist the NSO Librarians with any remaining part preparation for SMI orchestra repertoire.
 - Initiative 2: Intern will manage the distribution and collection of orchestra folders to SMI musicians.
 - Initiative 3: Intern will attend all SMI orchestra rehearsals and concerts as the on-duty librarian.
 - Initiative 4: Intern will manage the distribution and collection of all chamber music and conducting scores to SMI conductors, coaches, and musicians.
 - Initiative 5: Intern will complete all part collection, inventory, and shipping for orchestra music after the completion of each SMI orchestra concert.

Education: Events for Students/WNO Opera Institute Internship

Description: The WNO Opera Institute at American University (kennedy-center.org/opera-institute) is a three-week intensive program for advanced high school singers interested in pursuing opera in college and as a career; students participate in a challenging curriculum that gives them a true taste of life as a college music major and a window into the professional world of opera. We are looking for someone who is invigorated by the idea of working to make high school students' dreams of careers in the arts come true. Experience working with students and a background in opera are preferred but not required. This program is housed in the Kennedy Center's Education Division, and the intern will split time between the Education Division offices and American University. Some weeknight and weekend work is required. Internship dates and length are flexible (inquire for details).

Learning Objectives:

1. **Educational Program Management:** The intern will gain in-depth knowledge of and experience in anticipating and handling the many and various administrative components of running a high-quality arts education program.
2. **Professional Communication:** The intern will gain practice in communicating effectively, efficiently, and professionally with a variety of constituents important to working in arts education, including students, parents, colleagues in a wide variety of positions, artistic faculty, and guest artists (including top artists in the field).

3. **Scheduling for Arts Organizations:** Intern will gain experience in managing the scheduling needs for organizations engaged in mounting artistic projects and performances, juggling ever-changing priorities and needs with space and resource management.

Placement Projects: In addition to administrative duties as assigned, Kennedy Center Events for Students/WNO Opera Institute Intern will contribute to the following projects during their internship experience

Placement Project: The intern will assist with the planning and implementation of the WNO Opera Institute at American University.

- Phase 1:
 - The intern will analyze upcoming planning (material and logistical) needs for the WNO Opera Institute.
 - The intern will take the lead on one or more planning tasks (ex., handling all aspects of t-shirt design and ordering; creating curriculum binders for all faculty and staff; etc.), determined by the intern's interests and program needs.
- Phase 2
 - The intern will provide administrative support during the Institute by taking the lead on daily scheduling as well as one or more additional tasks (ex. handling the preparation and printing of recital programs, hosting guest artists while onsite, tracking course assignments for future reference, etc.), determined by the intern's interest and program needs.

Intern will assist with other administrative, Institute-related tasks as needed, and will be encouraged to consider ways to improve current systems throughout their placement as a way to contribute to future programming.

Education: Audience Enrichment/Explore the Arts Intern

Description: The primary focus of the Explore the Arts (ETA) intern is to assist in the planning and execution of the Exploring Ballet with Suzanne Farrell (EBSF) Summer Intensive, a training program for pre-professional dancers ages 14-18, taught exclusively by legendary ballerina Suzanne Farrell. We are looking for a friendly, thoughtful, and confident individual to provide hands-on assistance during the summer intensive program and aid in the preliminary planning and marketing for the 2017-2018 Explore the Arts season. ETA connects audiences to the work being presented at the Kennedy Center through a variety of programming formats including master classes, discussions, open rehearsals, workshops, and more. We value creativity, resourcefulness, and a passion for program planning!

The Kennedy Center Explore the Arts Intern will develop the following skills throughout their internship experience:

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1. **Self-Motivation:** Interns develop a sense of awareness for professional responsibility and investment in programmatic work, including research into prospective lecturers, performers, and basic logistics for the upcoming season.
2. **Collaborative Programming:** Interns gain hands-on experience with the many moving parts of the Kennedy Center by working across departments to advance program logistics
3. **Communication:** Interns develop experience and confidence in communications with EBSF students and families and ETA patrons, as a representative of the Kennedy Center.

Placement Projects: A Kennedy Center Explore the Arts Intern will contribute to the following projects throughout their internship experience:

Project A: Exploring Ballet with Suzanne Farrell Summer Intensive- The primary focus of the Intern will be communicating with EBSF students, parents, and contractors, gathering and organizing participants' information, creating information packets for use by students during the program, activity planning, observing classes, taking attendance, escorting students, and additional administrative tasks.

Project B: Explore the Arts- The intern will assist with the preliminary planning of the 2017-2018 ETA season including the development of marketing materials, research into prospective lecturers, performers and target audiences, and basic logistics for the upcoming season. In addition, intern may review audio and video content collected during programs and assist in the selection material for ETA Online.

Additionally, intern will have administrative duties, as assigned.

Education: DC School and Community Initiatives

Description: DC School and Community Initiatives , a department within 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 learning in, through and about the arts as an integral component of a comprehensive education. Programs that the intern will be engaged in with DC School and Community Initiatives team include the DC Partnership Schools Initiative and Kennedy Center Youth Council.

Learning Objectives:

1. **Program Planning and Evaluation:** Intern will learn process for developing and evaluating arts education programs impacting students in and out of school.
2. **Collaboration:** Intern will gain practical experience working in a small team environment (3-4 staff members) that manages myriad and diverse programs across the Kennedy Center and in the community at large.
3. **Communication:** Intern will learn process for liaising with community outreach and education program stakeholders (administrators, principals, teachers, parents, students, artists).

Placement Projects: A DC School and Community Initiatives intern will contribute to the following projects throughout their internship experience:

Project A: School and Community Programs Participation

Intern will gain skills in event participation as part of a team, including student workshops and meetings. As part of this program participation, the intern will be responsible for entering and analyzing evaluation data, and recommending program activities for the 2017-18 season including drafting the calendar of activities. The intern will review and improve the internal agenda documentation for 2017-18 events as well.

Project B: Youth Council Planning and Participation

Intern will collaborate with the program director to facilitate Kennedy Center Youth Council program. Responsibilities will include planning and supervising workshops, meetings, and events for the Youth Council, and serving as liaison with Youth Council members. The intern will write a report on the 2016-17 program, and develop a draft calendar for 2017-18 program.

Project C: Demographic Research and Reports

Intern will collect, analyze, and create a report with data related to schools and teachers participating in DC School and Community Initiatives. The report will be shared with funders and program participants.

Education: Changing Education Through the Arts Intern

Description: The Kennedy Center's Changing Education Through the Arts (CETA) program provides professional learning for teachers in the arts and arts integration. We are looking for a self-motivated individual who is passionate about the role the arts can play in education. We value individuals who can work independently as well as collaboratively, can organize a large body of work, and are interested in learning about how a performing arts center can impact education.

Learning Objectives:

1. **Self-Motivation:** Interns develop a sense of awareness for professional responsibility and strategies to solve problems creatively through persistence.
2. **Collaboration:** Interns gain hands-on experience working collaboratively with a team to plan and organize events for educators as well as engage in implementation of strategic plans for the Kennedy Center Education Division as a whole.
3. **Organization:** Interns develop skills in organizing and planning events, such as prioritizing tasks, managing time effectively, and keeping track of information.

Placement Projects: A Kennedy Center CETA intern will contribute to the following projects throughout their internship experience

Project A: National Arts Integration Conference

Intern will assist with logistical planning and coordination for a large-scale conference. The annual Arts Integration Conference brings over 300 national and international educators together for a 2 ½ day conference that takes place at a hotel in the DC area. Not only will the intern be actively involved in preparations such as organizing materials for concurrent sessions, creating individualized schedules for participants, and updating the conference app, they will also gain vital customer service experience during the conference. The intern will be involved with setting up sessions, registering participants, and seeing to the needs of both presenters and participants at the conference. They will also have the opportunity to participate alongside educators in workshops designed to help teachers bring arts integration strategies into their classroom.

Project B: Event Planning

Intern will gain skills in event planning, such as organization, communication, problem solving, and prioritizing tasks. The intern will gain hands-on experience in coordinating logistics for future events such as preparing materials and documents to support courses at CETA Partnership Schools and teacher workshops at the Kennedy Center for the 2017-18 school year.

Project C: Demographic Research

Intern will collect, organize, analyze, and present data related to schools and teachers participating in the Arts Integration Conference. Research will be used for the Kennedy Center Education Division's U.S. Department of Education Grant.

Education: Theater for Young Audiences Intern

Description: Kennedy Center Theater for Young Audiences (KCTYA) commissions, produces, presents and tours a wide variety of productions for young people. We are looking for a passionate individual who wishes to help create quality theatrical experiences for young people. We value creativity, open-mindedness, and a sense of play!

Learning Objectives:

1. **Self-Motivation:** Interns develop a sense of awareness for professional responsibility and investment in programmatic work.
2. **Collaborative Programming:** Interns gain hands-on experience with the many moving parts of season planning, as it relates to both KCTYA and the greater Kennedy Center Programmatic Initiatives.
3. **Artist Communication:** Interns develop practical experience and confidence in communications with National and International Artists, as a representative of the Kennedy Center.

Placement Projects: A Kennedy Center Theater for Young Audiences intern will contribute to the following projects throughout their internship experience:

Project A: New Visions/ New Voices Coordination

Intern will coordinate the New Visions/New Voices application process with the rest of the TYA team, including processing national and international online applications, organizing the distribution of those applications to the selection committee, and communicating with applicants about any missing information or resources.

Project B: Audience Demographic Research

Intern will collect, analyze and present data related to the audiences attending or participating in Theater for Young Audience performances and productions. Research will be used for the Kennedy Center Education Division's U.S. Department of Education Grant, in conjunction with future Theater for Young Audiences Season Planning.

Project C: Company Management

Intern will gain an understanding of company management through TYA presented and produced shows. More specifically, the intern will be responsible for hospitality and travel arrangements, as well as administrative and on-site assistance to the rehearsal team(s).

Education: Turnaround Arts Intern

Description:

The Turnaround Arts program uses arts education as a tool in school reform for the nation's most underserved public schools. Through ambitious and strategic arts investments – aimed at impacting every hallway, every classroom, every staff member, and every student in the school – Turnaround Arts fuels whole-school transformation. We are looking for a self-motivated, detail-oriented individual with a knack for writing and organizing content, as well as a passion for the arts, civil rights and education issues.

Learning Objectives:

1. **Self-Motivation:** Interns develop self-awareness for professional responsibility, taking initiative to propose and pursue new projects while staying on top of current and future deadlines and responsibilities.
2. **Effective Communication:** Interns improve written and verbal communication skills by interacting with a wide constituency base, including federal agencies, high-profile artists, school officials and staff, media representatives, Kennedy Center staff and more via email, phone and in-person meetings.
3. **Event Planning:** Interns gain significant experience in the design and execution of events, in turn also developing organizational and time management skills.

Placement Projects:

The Turnaround Arts intern will contribute to the following projects throughout their internship experience. Additionally, interns may have other duties as assigned.

Project A: High-Profile Event Planning – Summer Leadership Retreat

The intern will help coordinate and contribute to the execution of the Turnaround Arts Summer Leadership Retreat, a high-profile professional learning conference that gathers principals and teachers from every school in the network, celebrity artists, program stakeholders, and more. They will gain hands-on experience in coordinating event logistics, running a large-scale event, managing artists, and hosting professional learning workshops in arts integration strategies.

Project B: Evaluation Report – Summer Leadership Retreat

The intern will collect, analyze, and present data related to the Turnaround Arts Summer Leadership Retreat. They will gain hands-on experience in creating data collection tools, disseminating them to all event participants, and analyzing information to better inform the work of Turnaround Arts. The evaluation will include a survey of the entire event, individual session evaluations, staff reflections, and recommendations for the next year's Retreat. Research will be used for funder grant reporting, in conjunction with future planning for the program.

Project C: Website and Media Maintenance

The intern will research, develop and maintain enticing and informative copy across the Turnaround Arts website, with a focus on programmatic developments in the summer and tracking media coverage. Media coverage will be compiled into social media content, project-based reports, updates to the news section of the website, monthly newsletters, and overall archives on an ongoing basis.

Education: American College Theatre Festival Intern

Description: American College Theatre Festival is a national theater program involving 18,000 students from colleges and universities nationwide which has served as a catalyst in improving the quality of college theater in the United States and providing intensive professional development opportunities for theatre artists in higher education.

Learning Objectives:

1. **Resourcefulness/Flexibility:** Develop a sense of how to work in a fast paced environment in the planning and execution of three programs with wide-ranging participant groups from around the country in a large performing arts center.
2. **Organization:** Attain experience in prioritizing tasks, time management, arranging and storing information, creating and coordinating schedules and tracking data.
3. **Communication:** Gain knowledge in how to answer inquires and dispense information orally or written to participants, guest artists and other vendors in a concise manner.

Placement Projects: In addition to administrative duties as assigned, the Kennedy Center American College Theatre Festival Intern will contribute to the following projects during their internship experience:

Project A: Summer Intensives Programs

Intern will assist in the execution of the Playwriting, New Play Dramaturgy and Directing Intensives by processing incoming registration, coordinating travel and accommodations for participants and guests artists, and communicating with participants, vendors and other departments on behalf of KCACTF. Additionally, the intern will have the opportunity to gain hands on experience in providing on-site support for the programs such as greeting guest artists, guiding participants within the Kennedy Center, assisting with planned social events connected to the festival, and other duties as assigned.

Project B: Undergraduate and MFA Playwrights' Workshops

Intern will assist in the coordination of these annual programs- the first in association with the National Directing Fellowships and the second in association with the National New Play Network. In both instances the Intern will liaise with actors, director, dramaturgs and playwrights.

Ready to apply?

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