

Programming

The following placements are available in our Programming department

[Artistic Programming Intern](#)

[Special Programming Intern](#)

[Dance Programming Intern](#)

[International Programming](#)

[Performing Arts for Everyone\(PAFE\)/Community Engagement Intern](#)

Programming: Artistic Programming Intern

Description: The Office of Artistic Planning oversees all of the programming at the Kennedy Center and works closely with the Senior Staff in every discipline to set the national standard of artistic achievement and innovation. In addition, the office works with every department across the Center to bolster cross departmental collaboration. Our intern will work directly with the Jazz Programming office and be given the opportunity to work closely with various jazz artists performing at the Kennedy Center throughout the semester. We are looking for an eager, passionate, positive intern who is interested in connecting with each programming discipline at the Center.

Learning Objectives:

1. **Knowledge of Season Planning:** Interns gain hands on experience in the scheduling and planning of a season containing numerous art forms (Dance, Ballet, Jazz, Opera, Orchestra, Chamber Music, International Programming, Community Engagement, Special Programming, Hip-Hop programming, exhibits, installations and more).
2. **Company Management:** Interns gain hands-on experience with the many moving parts of the jazz season, including arranging hospitality, and transportation, and hosting artists here at the Kennedy Center.
3. **Knowledge of Cross-discipline programming:** Interns will develop an understanding of the expertise, detail, and creativity that goes into interconnecting different disciplines into one performance.

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

Placement Project A: Various projects with 3 or more different art disciplines

Examples include but are not limited to: assist with Hospitality or presentation of Ballet, Jazz or Community Engagement performance; work on Contracts or Visas with International Programming or the Fortas Series

Placement Project B: Manage District/Maryland/Virginia Calendar Database

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Collect data involving various performances in the area to provide connections for season planning and research trends of the other community venues that will be shared amongst the programming and education departments. This information will help facilitate new partnerships across the DMV

Placement Project C: Regular Jazz Season Programming:

Interns contribute to administering regular jazz season programming, including the Jason + series, Crossroads Club, and the Jazz Club.

Programming- Special Programming Intern

Description: The special programming department is responsible for programming and producing large-scale events such as the Kennedy Center Honors, Mark Twain Prize for American Humor, and the Kennedy Center Spring Gala, as well as continuing music and comedy concert presentations. We are looking for a self-motivated and reliable individual who has great multi-tasking ability.

Learning Objectives:

1. **Collaborative Programming:** Intern will serve as a liaison to internal departments, including development, production, NSO, WNO, marketing, press, advertising and other programming departments.
2. **Artist Hospitality:** Intern will contribute to artist communication and hospitality arrangements ahead of events and performances, including
3. **Event Production:** Interns gain a practical understanding of the full length of producing an event or performance, from event concept to event breakdown

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

Placement Project A: District of Comedy Festival:

Interns assist with all aspects of hospitality, accommodations and travel for artists, poster signing, distributing tickets and guests' lists, seating, and other duties as assigned.

Project B: Celebration of Latinos in the Arts:

Interns assist with all aspects of backstage coordination, artist wrangling, hospitality, poster signing, distributing tickets and guests' lists, seating, and other duties as assigned.

Programming: Dance Programming Intern

Description: Dance Programming works to ensure the successful presentation and production of dance engagements at the Kennedy Center. From visiting companies large and small to Kennedy Center-produced projects and local ensembles, our department works with great artists to create inspiring dance for everyone. Our best interns are: knowledgeable and passionate about dance; curious and open minded; and self-motivated to pick things up and learn more. Some evening, weekend, and holiday availability required.

Learning objectives:

1. Learn how to manage multiple projects with competing deadlines: through working with our team and through specifically assigned duties and tasks, the intern will learn how to juggle multiple projects and develop priorities for completing projects independently and on deadline.
2. Learn how arts presenting and production works on a professional level: through assisting with our presentations and learning our systems, the intern will learn what artists need to create successful performances and what managers must do to ensure great work.
3. Learn about the dance world at large, including its diversity and wide-ranging scope at home and around the world. From big ballet to contemporary dance, from culturally diverse perspectives, and from self-starting companies to big institutions. The intern will learn more about how dance production works and who its players are.

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

Placement Project: Hospitality and Support

Support for visiting dance companies including hospitality, supernumerary coordination, and performance coverage (Examples include Mariinsky Ballet, ABT, Mark Morris Dance Group, Alvin Ailey, Urban Bush Women, Cloud Gate Dance Theatre of Taiwan, and others); project leadership in coordinating needs for the Local Dance Commissioning Project, National Dance Day, and dance on the Millennium Stage.

Programming: International Programming Intern

Description: The International Programming department curates and produces major multidisciplinary international festivals and innovative programs, presenting in our stages the diverse cultural heritage of the American people and allowing the American audiences to experience first-hand performances from cultures across the globe.

Learning Objectives:

1. Curatorial research
2. Planning of major events
3. Communication in a multicultural fast paced office

Placement Projects: In addition to administrative duties as assigned, International Programming Intern will contribute to the following projects during their internship experience:

Placement Project A: Planning of future festival and presentations from around the world

Intern will develop analytical and organizational skills, deeper learning on shaping and executing a program with multicultural aspects.

Placement Project B: Intern will gain understanding of curatorial aspects providing support and participating in the selection of the program for the CUBA FESTIVAL and for the BERGMAN CENTENNIAL CELEBRATION.

Programming: Performing Arts for Everyone/Community Engagement Intern

Description: The Performing Arts for Everyone (PAFE) office produces 400 + events a year including Millennium Stage, festivals, new commissioned works, and major concerts.

Learning Objectives:

1. Produce Events in High-Volume Environment
2. Marketing, Press, and Social Media
3. Communication in a Creative Environment

Placement Projects: In addition to administrative duties as assigned, Community Engagement Programming Intern will contribute to the following projects during their internship experience:

Placement Project A: Theater Community-Based Programming: Page-to-Stage New Play Festival

Intern will gain understanding of producing the collaborative, community-based theater festival featuring 50+ companies from the D.C. metro region showcasing new works to be presented in the upcoming season over Labor Day Weekend. Specifically, intern will support with logistical planning efforts to schedule performances around the building, assist with coordinating production requirements, and any other support required for artists as necessary. Intern will support the evolution of the festival by collecting and documenting information both during meetings at the Kennedy Center in preparation for and during the festival.

Placement Project B: Millennium Stage

Intern will participate in producing the Millennium Stage which programs a variety of free performances 365 days of the year. The intern will be able to develop proficiencies within the areas of creating advertisements,

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coordinating productions, running shows, collecting artists bios and photos, and formatting performance programs. The intern will also be able to assist in efforts of social media campaigns, artist's contracts and handling purchase orders.

Placement Project C: An Open House for JFK100

A collection of free, participatory, genre-crossing exploration of the myriad of performance experiences offered at the Kennedy Center including Finding A Line: Skateboarding, Music, and Media, Hip-Hop, classical, opera, dance, and more. Intern will work with Community Engagement and the Creative Ecosystem to discuss and develop programs that reflect not only the Kennedy Center, but the D.C. artistic community at large.

Ready to apply?

[Click Here](#) to visit our website and submit an online application!