

Arts Education Internship:

Workhouse Arts Center, a project of the Workhouse Arts Foundation, is looking for a Department of Education Intern. The Education Intern reports to the Director of Education. The ideal candidate for this internship: 1) is energetic, enthusiastic, organized, 2) possesses excellent verbal and written communication skill, 3) is able to work in a team environment as well as independently, with minimal supervision.

A competitive candidate is flexible and able to adapt quickly to changes in plans, an excellent communicator with strong interpersonal skills, and has great attention to detail.

Typical responsibilities include, but are not limited to:

- Register students for classes/workshops and other ticketed events via phone, email, and in person, utilizing special registration software (Outbound).
- Provide staff, instructors, and students with updates on class status.
- Assist students with navigating online registration.
- Communicate marketing needs to the Marketing Department.
- Maintain classrooms.

The position is for up to 40 hours/month performed onsite at Workhouse Arts Center in Lorton, VA.

Must have:

- Working knowledge of Microsoft Office programs.
- Strong written and verbal communication skills.
- Strong organizational skills and attention to detail, responsible, dependable and a team player.
- Must have excellent interpersonal skills to be able to work as a mediator between the management, customers, and Workhouse staff.
- Must work well under pressure and keep a cool, calm, and collected demeanor when dealing with customers, management, and instructors.

Nice to have:

- Background in arts education
- Classroom or teaching experience

If interested, please contact registrar@workhousearts.org with a copy of your resume and a one-page cover letter expressing your interest in the position. References and additional work samples may be requested.



About Workhouse Arts Center

The Workhouse Arts Center (WAC), a project of the Workhouse Arts Foundation, is one of the nation's largest and most innovative adaptive reuse arts centers, providing high-quality, interactive, multidisciplinary arts experiences for 100,000+ visitors annually at our 55-acre campus. Founded in 2001 to transform the abandoned District of Columbia's Correctional Facility into a cultural center, WAC offers a broad array of free and affordably priced arts experiences including: multidisciplinary workshops, artist studios, galleries, and exhibitions, year-round education, and outreach programs, performing arts presentations and productions, community events, the Lucy Burns Museum, and our Military in the Arts Initiative.

Diversity, Equity, and Inclusion

We firmly believe that a dynamic community arts organization reflects the robust diversity of the region that it serves, and the art forms it supports. At WAC, we strive to infuse equity, diversity, inclusion, and access at the core of our programs and initiatives so that individuals from all backgrounds can find artistic opportunity on our campus. We prioritize creating and maintaining professional, educational, and creative environments that are welcoming, representative, and inclusive, and we are committed to meeting these ends through collective and inclusive action. It is through these efforts that WAC can successfully drive authentic, sustainable, and accessible community impact through the arts.