



Available Internships for Fall 2010

About the Workhouse:

The Workhouse Arts Center, a program of the Lorton Arts Foundation, aims to enrich the lives of all within its reach by creating a vibrant cultural community that fosters a diverse offering of arts, education, social, and entertainment experiences. Set on 55 acres of land in the former D.C. Workhouse and Reformatory, the Workhouse provides a home for more than 100 of the region's finest professional and emerging artists, classes and arts education programs for people of all ages and artistic abilities, cooperative studios, performance and theatre venues, dedicated gallery and exhibition space, and event facilities. For more information, visit *WorkhouseArts.org*.

Applications:

To apply, please provide a current resume and one page statement of intent describing why you want to be an intern at Lorton Arts Foundation to Andrea Cordray at andreacordray@lortonarts.org or by mail at Lorton Arts Foundation, 9601 Ox Road, Lorton, Virginia 22079.

MARKETING AND EVENTS INTERNSHIP

Internship Description:

The Marketing and Events Intern should be energetic, enthusiastic, organized and possess excellent verbal and written communication skills. The ideal candidate for this position is able to work in a team environment as well as independently with minimal supervision. The Marketing and Events Intern will support the Marketing Department consisting of the VP of Marketing & Development, Director of Marketing and PR, Event Manager and Communications Specialist with projects ranging from helping to plan, organize and execute events at the Workhouse Arts Center to maintaining press binders. The Marketing and Events Intern will also have the opportunity to aid in the planning, organization and execution of LAF events such as monthly *ArtNotes* concert series and artist receptions. This is a great learning opportunity for someone who is interested in the marketing, events or arts industry.

Responsibilities:

- Assist with online calendar submissions and distribute marketing collateral to promote upcoming LAF events and art exhibitions.
- Create and maintain contact sheets for LAF/Workhouse.
- Manage press coverage binders and files.
- Provide support to LAF events including the set up, supervision of volunteers and break down post-event.
- Assist with arranging catering and equipment needs for LAF events.
- Produce event recaps and track costs for each event.
- Assist with additional general office needs.

Qualifications:

- Must be currently enrolled and attending an accredited college or university during the upcoming Fall 2010 semester.
- Interest or experience in public relations, marketing, journalism, communications, arts or events management, or other related fields (preferred but not required).
- Working knowledge of Microsoft Office Programs.
- Strong organizational skills and attention to detail, responsible, dependable and a team player.
- Must be able to work flexible hours and on some evenings and weekends.

ASSISTANT TO EXECUTIVE DIRECTOR INTERNSHIP

Internship Description:

The Assistant to the Executive Director Intern should be energetic, enthusiastic, organized and possess excellent verbal and written communication skills. Strong communication, computer, people and organizational skills are essential. The Assistant to the Executive Director Intern will work closely with the Executive Director and the Executive Office. This is a great learning opportunity for someone who is interested in the arts industry, management or business.

Responsibilities:

- Strong organizational skills and attention to detail, responsible, dependable and team player.
- Assist Accounting Department with budget or general accounting needs.
- Working closely with artists and exhibits within the Workhouse Gallery.
- Management of daily/weekly/monthly schedules.
- Miscellaneous clerical work.
- Work with Board of Directors as needed.
- Assist with additional general office needs.
- Other duties as assigned.

COMMUNITY RELATIONS INTERNSHIP

Internship Description:

The Community Relations Intern should be energetic, enthusiastic, organized and possess excellent verbal and written communication skills. The ideal candidate for this position is able to work in a team environment as well as independently with minimal supervision. The Community Relations Intern will support the Community Relations Manager with projects ranging from membership database entry to promotional activities for the Workhouse. The Community Relations Intern will also have the opportunity to assist with membership recruitment through various Foundation events. This is a great learning opportunity for someone who is interested in the fundraising, public relations or arts industry. This internship is unpaid.

Responsibilities:

- Correspond with community members interested in the Workhouse Arts Center.
- Attend outreach events across Fairfax County to promote LAF and the Workhouse.
- Assist with maintaining membership database, managing donation tracking and donation acknowledgement letters.
- Assist with additional general office needs.

Qualifications:

- Must be currently enrolled and attending an accredited college or university during the upcoming Fall 2010 semester.
- Interest or experience in public relations, marketing, journalism, communications, arts or events management, or other related fields (preferred but not required).
- Working knowledge of Microsoft Office Programs.
- Strong organizational skills and attention to detail, responsible, dependable and team player.

PERFORMING ARTS PROGRAMMING INTERNSHIP

Internship Description:

The Performing Arts Programming Intern should be a creative-minded, enthusiastic and organized individual who possesses excellent communication skills with team members, visiting performing artists and potential sponsors.

The ideal candidate will be able to work independently with a minimum of supervision, and have a cursory knowledge of performing arts production (music, dance, film and/or theatre). The intern will support logistics, promotion, planning and audience development for performing arts events at the Workhouse, with a variety of projects of different scale (from film screenings to weekend-long multi-discipline special events).

Responsibilities:

- Assists with program planning and logistics for performing artists.
- Works closely with Workhouse Performing Arts staff to ensure pre-production needs are being met and are matched to the production timeline.
- Assists with creative promotion, identifying and establishing communication with targeted groups, organizations and individuals appropriate to each project.
- Occasional related office duties and organization in preparation for an event.

Qualifications:

- Must be currently enrolled and attending an accredited college or university during the upcoming Fall 2010 semester.
- Interest or experience in public relations, marketing, journalism, communications, arts or events management, or other related fields (preferred but not required).
- Organized and dependable, with a creative mind (!)
- Working knowledge of Microsoft Office Programs.
- Excellent communication skills with a personal touch, good people skills (telephone or in person) are a must for the ideal candidate.
- Experience with Adobe Creative Suite is a plus (not required).
- Technical theatre skills (especially design) are a plus (not required).

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