

## Performing Arts Intern Role

Workhouse Arts Center, a project of the Workhouse Arts Foundation, is looking for a Performing Arts Intern to assist with Producing and Presenting activities for the organization. The Performing Arts Intern reports to the Director of Performing Arts and Performing Arts Coordinator. The ideal candidate for this internship: 1) is interested in gaining hands-on arts administration and Theater experience in a fast-paced environment; 2) possesses a keen attention for detail, organization, and commitment to high-quality work; and, 3) is passionate about supporting the Theater Community in the Northern Virginia region.

A competitive candidate is a creative thinker and confident communicator who eagerly anticipates needs, is resourceful, and takes initiative to propose strong solutions and resolve questions.

### **Typical responsibilities include, but are not limited to:**

- Assist with day-to-day Performing Arts tasks, including generating contracts and payments for performing arts contractors, organizing theater materials, and creating playbills for shows.
- Produce content for digital and printed Performing Arts properties.
- Attending on site events/shows and assisting as needed.
- Attending on site set builds and assisting as needed.
- Support the Director of Performing Arts and Performing Arts Coordinator with planning and execution of shows and events.
- Work and liaise with other departments across Workhouse on special, cross-disciplinary projects.
- Filing and maintaining comprehensive contractor information.

The position is for up to 80 hours/month performed onsite at Workhouse Arts Center in Lorton, VA.

### **Must have**

- An interest in or additional knowledge of performing arts administration/management and practice.
- Previous experience producing high-quality work in a professional or theater setting.
- Experience with Microsoft Office Suite.
- Excellent communication and interpersonal skills.
- Creative, flexible attitude with a knack for problem-solving.

### **Nice to have**

- Previous experience(s) with Canva, Photoshop, Sketch Up, or Procreate.
- Basic Knowledge of Technical Theater practices.
- Knowledge of the Fairfax County and surrounding NoVA/DMV area.

If interested, please contact [registrar@workhousearts.org](mailto:registrar@workhousearts.org) with a copy of your resume and a short 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.