

Northwest Folklife Programming Internship

Northwest Folklife Internship Program:

Interning at Northwest Folklife can be the experience you need to gain a career in event planning, festival production, the music industry, nonprofit management, marketing, fundraising and a whole host of other fields. Interns at Northwest Folklife take on a significant role in executing the largest free community arts festival in the nation and learn how to increase visibility and strengthen the sustainability of a nonprofit organization.

Before you apply:

- Housing and transportation are not provided. Prospective interns should carefully consider their financial needs as the internships are unpaid.
- Start and end dates, hours per week, and days of the week are all negotiable based on the intern's availability
- All applicants must be able to commit to working Memorial Day weekend, (May 25– 28, 2012) **NO EXCEPTIONS**
- Academic credit for internships must be arranged by the intern with their sponsoring institution. Academic credit is up to the discretion of the intern's college or university
- Computer resources are limited; prospective interns with laptops are encouraged to apply

Title: Programming Intern

Internship Length: December 2011 – June 2012

Hours per week: 25 - 30

The Programming Intern plays a key role in the organization of the Northwest Folklife Festival, ensuring smooth festival production from a programming standpoint.

Responsibilities

- Work with the programming staff on Northwest Folklife's public programs, which include organizing and scheduling specific areas of the annual Northwest Folklife Festival
- Assist with research, telephone and face-to-face contact with representatives of different ethnic, regional and occupational communities from the Pacific Northwest
- Complete tasks such as data entry, initiating and tracking correspondence, managing travel for out-of-state performers, scheduling performers
- Assist in writing short articles for the festival program guide or for Festival publicity
- Help manage performer information for other departments for Northwest Folklife's use

- Assist with creating the festival fundraising pitch schedule by working with both the programming and development departments
- Assist programming department during the Festival as needed

Requirements

- Strong communication skills
- The ability to work as part of a fast-moving team
- The ability to work with grace under pressure
- The ability to deal with small details and connect them to a larger whole
- Knowledge of or experience with cultural arts in the Pacific Northwest
- An open mind and desire to discover new kinds of music and dance
- A working knowledge of Word, Excel, Outlook, and databases
- Ability to work individually as well as in groups
- A desire to obtain the skills for event production
- Strong organizational skills
- A healthy sense of humor

Additionally, anyone with a love of music, arts, and culture is encouraged to apply.

Identified Learning Outcomes:

- Learn to program performances for large-scale festival production
- Develop an understanding of event production by working with programmers, production teams, volunteer coordinators, and development teams
- Create and interpret tech books and tech sheets for stages and stage managers (an essential skill for anyone interested in a programming career)
- Gain networking skills - make connections with artists, performers, sponsors, and production teams

To Apply:

Please send your resume and a cover letter via email to the Intern Coordinator at interns@nwfolklife.org with your desired internship in the subject line. Although we prefer electronic methods, you may also submit your resume to:

Northwest Folklife
Attn: Intern Coordinator
305 Harrison St.
Seattle, WA. 98109

Internship Title: Programming Intern

Supervisor: Programs Manager

Start Date: December, 2011 **End Date:** June, 2012

Hours per week: 25-30