



NORTHWEST FOLKLIFE

Strengthening our communities through arts & culture

Communications and Storytelling Intern

About Northwest Folklife:

Since 1972, Northwest Folklife (NWFL) has been creating opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest. As a cultural arts & heritage organization, we are extremely committed to equity, diversity and inclusion. Therefore, we seek candidates who offer relevant skills and knowledge with diverse cultural perspectives, grounded in the desire to serve community. This internship is hosted by Department of Neighborhoods in collaboration with NWFL.



About Seattle Department of Neighborhoods:

The Seattle Department of Neighborhoods provides resources and opportunities for community members to build strong communities and improve their quality of life. We meet people where they are and help neighbors develop a stronger sense of place, build closer ties, and engage with their community and city government.

The Communications and Storytelling Intern will focus primarily on the work of Seattle Together, a collaboration between City departments and local communities to foster feelings of belonging, connection, and joy in Seattle. The work of Seattle Together centers and supports Black, Indigenous and People of Color (BIPOC) communities in building a future Seattle where they feel connected, rooted, recognized, prosperous, and safe.

REPORTS TO:	Sam Read, D.O.N. staff & Cultural & Creative Workforce Development Manager
DIRECT REPORTS:	N/A
HOURS:	15 Hrs/Wk (May - October 2021)
COMPENSATION:	\$16.69 hrly

* The Communications and Storytelling Intern will work closely with a small communications team and City partners to generate stories centered on Seattle Together projects. This can include stories and blog posts, photo essays and short videos, audio stories, and infographics or other images for presentations and social media. We are looking for someone willing to take initiative, be creative, take risks, and make this experience their own. This is a great opportunity for those looking to build a creative portfolio.

Communications and Storytelling Intern Responsibilities with Seattle Department of Neighborhoods:

- Collaborate with City departments to identify and brainstorm story ideas.

- Foster relationships with community members to get them involved in storytelling efforts.
- Coordinate and conduct interviews with relevant individuals.
- Identify and coordinate photo/video opportunities.
- Generate a minimum of one story (article, video, photo essay, or other) every other week.
- Plan, schedule, and maintain a story production calendar.
- Other duties as assigned.

All Interns Must:

- Maintain effective communication channels with the Department of Neighborhoods staff.
- Perform other duties as assigned.

Intern Responsibilities with NWFL:

- Complete Internship experience surveys
- Attend bi-weekly check-in (In person or virtual)
- Other duties as assigned.

Qualifications & Skills:

- Excellent writing, editing, and proofreading skills.
- A solid understanding of and passion for people-centered storytelling.
- Skilled in interviewing people.
- Experience with video production/editing or photography.
- Self-motivated, creative, and outgoing.
- Commitment to racial equity and social justice.

To Apply:

1.) Please submit an introductory statement (3-4 paragraphs) describing your interest and skills. What excites you about this internship, and why is centering race and social justice important to you.

2.) Please submit a writing sample— fiction, non-fiction, essay, etc. are all acceptable (we are looking for storytelling abilities). We will also accept video content (a short film, a documentary, YouTube blog content) as a sample. If you submit a video, please let us know your role during production (i.e. cinematographer, writer, talent).

3.) Complete the Creative Force Intern Intake form found on the website,

4.) Your resume is optional

Submit this to internships@nwfolklife.org. Applicants must submit their applications no later than May 5th, 2021. When applying please put the SUBJECT LINE: Department of Neighborhoods.

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, or any other protected classification, in accordance with applicable federal, state, and local laws. By applying for this position, you are seeking to join a team of hardworking people dedicated to consistently delivering outstanding service to accomplish Northwest Folklife's vision and mission. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Northwest Folklife is a 501(c)(3) nonprofit organization.