



# NORTHWEST FOLKLIFE

Strengthening our communities through arts & culture

## Digital Storyteller/Community Engagement

### 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 will be hosted at Penguin Productions, in collaboration with NWFL.



### Overview:

Penguin Productions unites youth leadership and adult mentorship to co-create theater and cultivate a healthy, equitable, and thriving future.

- Cost-free performance opportunities
- Creativity, passion and empathy
- Inclusive, equitable, diverse collaborations
- Multi-generational creative adventures

Penguin produces several types of projects annually, including youth theater performances, new play festivals, and creative workshops. Twice a year we produce "Finding Trails", a unique theater+trails partnership connecting diverse artists and environmentalists of all ages to inspire joy and activism.

Penguin is guided by the teen Penguin Advisory Council, which meets monthly to advance individual and collective goals for artistic development, activism and advocacy, and social connection and cohesion. PAC members propose plays and workshop content, and are a conduit between the Penguin and the community as ambassadors and bridge-builders.

<b>REPORTS TO:</b>	Penguin Productions staff & Cultural & Creative Workforce Development Manager
<b>DIRECT REPORTS:</b>	N/A
<b>HOURS:</b>	15 Hrs/Wk) 6 months
<b>COMPENSATION:</b>	\$16.69 hrly

\*Working with the Associate Producer and Producing Artistic Director, you'll craft compelling stories for web and social media, identify key outreach connections, and expand public awareness both of the event and its mission. Because Penguin Productions is a small organization, you'll play a key role in communications and community-building.

## **Digital Storyteller duties with Penguin Productions:**

- Design and create visual and written content to support Penguin Productions news, programs, and events through communication channels including social media, website, and e-newsletters
- Event documentation, including capturing images and audience response and archive content management
- Assist with social media account management and website updates
- Collaborate with fellow interns and staff on strategy and program development.
- Opportunities to develop special projects with guidance and support from staff.
- Attend Penguin Advisory Council meetings; Identify and articulate key stories from PAC meetings for both existing stakeholders and new audiences
- Support PAC members in telling their stories; create templates and platforms to amplify their voices and engage them as active digital storytellers themselves
- With the support of the Producing Artistic Director, identify and connect with other youth-focused orgs to generate cross-org conversation and collaboration
- Other duties as assigned.

## **Coordination Assistant Responsibilities with NWFL:**

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

## **Qualifications & Skills:**

- Excellent verbal and written communication skills
- Social media storytelling fluency
- Experience with G-suite and graphic/video editing software
- Experience with WordPress is a plus
- Entrepreneurial spirit, ability to work independently and take initiative
- Strong organizational skills, attention to detail, and ability to juggle multiple projects
- Demonstrated success in cultivating relationships with diverse communities
- Understanding of what it means to work with a very small organization
- Ability to think strategically about networking, community development, and forging new connections
- Passion for arts, youth development, and meeting environmental and social justice challenges through the work of creating theater together.

Hours: Flexible availability to schedule hours weekday afternoons and some weekends. Hybrid virtual and in-person work (majority virtual). This is a 15 hour a week role, at least 6 hours should be worked during the traditional work week. Virtual check-ins are mandatory and currently held on Fridays.

## **To Apply:**

**Please submit an introductory statement describing your interests and skills (no more than 2 - 3 paragraphs), creative content some kind of graphic design or video, the Creative Force Intern Intake form, and resume to [internships@nwfolklife.org](mailto:internships@nwfolklife.org). Applicants are requested to submit no later than June 18<sup>th</sup>, 2020. When applying please put the SUBJECT LINE: Penguin Productions Digital Story Teller Internship.**

*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.*