THE RHAPSODY PROJECT INTERN COORDINATOR

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 is internship is hosted by Rhapsody in collaboration with NWFL.

About Rhapsody:
The Rhapsody Project celebrates and extends the power of American roots culture to strengthen communities, facilitate cross-generational exchanges, and deepen connections to heritage. The Rhapsody Project serves young musicians and tradition bearers from the greater South Seattle community, with a special emphasis on historical marginalized community members and populations. We serve Seattle’s musicians and music culture by fostering a more diverse and inclusive atmosphere for the transmission of diverse musical traditions. We serve festival and communities across the Northwest by enriching and broadening awareness about their events among diverse communities of musicians.

<table>
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<tr>
<th>REPORTS TO:</th>
<th>Rhapsody Staff &amp; Cultural &amp; Creative Workforce Development Manager</th>
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<tbody>
<tr>
<td>DIRECT REPORTS:</td>
<td>N/A</td>
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<tr>
<td>HOURS:</td>
<td>15 Hrs/Wk (March – May 2021)</td>
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<td>COMPENSATION:</td>
<td>$16.69 hrly</td>
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*The Rhapsody Project Intern Coordinator
All in person activities described below are included with the understanding that The Rhapsody Project will continuously adhere to public health guidelines with regards to the current pandemic as well as any additional safety measures needed for the well-being of our interns, students, and community.

Marketing & Program Intern Responsibilities with Rhapsody:

- Collaborate with staff and fellow interns in program design and implementation.
- Design create and present a project that describes multiple layers of your personal or community heritage.
- Implement social media strategy in collaboration with Rhapsody Project Director and/or fellow interns.
- Document Rhapsody Project events and programs.
- Maintain website calendar for programs.

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• Meet with Rhapsody Project team on a bi-weekly basis in various formats (videochat, phone, or in person as needed*).
• Create and upload content for The Rhapsody Project’s digital platforms.
• Develop familiarity with Adobe Photoshop, Canva, Adobe Illustrator or other design and editing programs.
• Design digital fliers for Rhapsody Project programs or events.
• Support fellow interns and staff with administrative tasks: archiving digital project documentation, sending mailers or letters, restocking supplies, et cetera.
• Represent The Rhapsody Project at virtual or in person events while working with the project’s internal and external stakeholders.

All Interns Must:
• Maintain effective communication channels with The Rhapsody Project staff.
• Perform other duties as assigned.
• Complete surveys to assist with intern program development.

Coordination Assistant Responsibilities with NWFL:
• Complete Internship experience surveys
• Attend bi-weekly check-in (In person or virtual)
• Other duties as assigned.

Qualifications & Skills:
• Curiosity and passion for learning and collaborative work.
• Experience successfully working or playing in multi-ethnic communities.
• Passion to both explore and share—at your discretion—elements of one’s ethnic, or cultural, or community heritage.
• Applicants must be willing and able to perceive and serve the needs of our community’s youth.
• Organizational skills and a willingness to hold oneself and others accountable to commitments.
• Musical backgrounds are welcomed but not required. Passion for at least one style of music is required.
• Applicants should be willing to adapt, build community, and promote cross-cultural exchanges of stories and heritage.
• Applicants must be committed to values of equity, anti-racism, and environmental justice.

To Apply:
Please submit an introductory statement discussing the following:
1) Your interests and skills
2) Who you are, and which parts of your heritage resonate with you
3) What excites you about taking part in The Rhapsody Project’s internship program?
4) One song that you love and why you love it. (5 maximum paragraphs).
5) Complete the Creative Force Intern Intake form found on the website,
6) Your resume is optional

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Submit this to internships@nwfolklife.org. Applicants must submit their applications no later than February 22\textsuperscript{nd}, 2021. When applying please put the SUBJECT LINE: Rhapsody 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.