



## SEATTLE CENTER CULTURAL PROGRAMS INTERNSHIP

### **About Seattle Center Cultural Programs**

Seattle Center is a department of the City of Seattle, and stewards the 74-acre civic, arts and public gathering place that is home to more than 30 arts, cultural, and entertainment organizations, family attractions, and tourist amenities. Seattle Center Cultural Programs is an office within the Seattle Center Programs and Events division, and the team who generates, implements, and manages public programming that centers the cultural communities of our region. This work is experienced most visibly through Festál, a series of free community-produced festivals presented at Seattle Center throughout the year. Festál currently features 24 ethnic and cultural festivals, each with a unique focus, identity, and range of activities (food, crafts, music, dance, art, film, literature, language, and more). Northwest Folklife was one of the eleven established cultural events at Seattle Center that helped launch the original Festál coalition in 1997.

The Seattle Center Cultural Programs office leans heavily into the values of [Race and Social Justice Initiative \(RSJI\)](#), the backbone of the City's commitment to eliminating racial disparities and achieving racial equity in Seattle. To cultivate an antiracist culture, we seek collaborators that will engage in dismantling racist policies and procedures and help us create and provide equitable processes and services.

### **About Northwest Folklife and the CCWD:**

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. Since 2020, the CCWD (Cultural & Creative Workforce Development Program) has been integral to the City of Seattle's inclusive creative economy strategy, offering paid career development experiences rooted in the foundational aspects of culture and creativity; working on a strengths-based, paradigm shifting platform for artists, creatives, and culture bearers to foster the potential they bring to any workplace.

Northwest Folklife (NWFL), in partnership with the Office of Economic Development (OED) and the Office of Arts & Culture (ARTS), collaborates with a diverse ecosystem of individual artists, culture bearers, cultural organizations, small businesses, entrepreneurs, and community organizers across the Pacific Northwest to provide culturally responsive, career development as well as a community-led program focused on equitable recovery and systemic transformation through the Creative Economy.

As a CCWD intern, you will report to both your site supervisor and the CCWD Program Manager at NWFL. Your participation in the cohort and bi-weekly check-ins will be led by the Program Manager, while your day to day tasks and internship experience will be supervised by the Arts & Programs Specialist + Managing Artistic Director at Seattle Center's Cultural Programs office.

**Before You Apply:**

- Start and end dates, hours and days per week are somewhat flexible and will be approved by the site supervisor/Managing Artistic Director of Cultural Programs, Heidi Jackson. Availability for staff and departmental meetings twice/week is important
- Academic credit for internships must be arranged by the intern with their sponsoring institution. Hours and duties can be verified by the site supervisor. Academic credit is up to the discretion of the intern’s college or university

**Overview & Purpose:**

The Cultural Programs office at Seattle Center is seeking an enthusiastic team member who is interested in the production of and advocacy for cultural producers and community-powered cultural events. The Cultural Programs intern will refine their project management skills while working with Seattle Center staff and cultural festival producers/community organizers in one or more of these areas: research & reporting, marketing & communications, content creation, program development, production, and administration. Projects will be assigned based on who you are as a human, your interests/experiences, and what you want from this internship.

<b>REPORTS TO:</b>	Arts & Programs Specialist + Managing Artistic Director
<b>HOURS:</b>	15 Hours per week average (June – November 2024)
<b>COMPENSATION:</b>	\$20.00 per hour

This internship is currently projected to last 6 months. Extensions may be possible and must be discussed with the site supervisor and the NWFL Program Manager. Work will be both remote and onsite; collaborative and independent. Scheduling for this position is negotiated with the Cultural Programs office/site supervisor. Seattle Center Cultural Programs onsite office hours: Tuesday through Friday, 10am- 5pm with some weekend or evening hours for events.

**Responsibilities & Duties:**

Project assignments and the internship work plan will be co-created and determined based on the skillsets, experiences, and interests of the selected candidate. The body of work/areas of focus available:

- Research/reporting options: online research, survey creation, data collecting and report drafting
- Marketing/communications options:
  - Social Media content creating, co-developing strategies and campaigns
  - Contribute to composing written narrative and/or digital storytelling projects in partnership with community festival producers

NWFL CCWD SPECIAL PROGRAMS INTERNSHIP  
Continued

- Videography and/or video editing
- Program development options:
  - Planning for a refresh of the [Festál Podcast](#)
  - Building year two of the vendor activation program for [Winterfest](#) (“World Bazaar”)
  - Establishing a Volunteer Program for [Festál](#) events that engages City of Seattle staff
- Production options:
  - Direct support to festival production assisting with logistics and advancing programmatic elements in collaboration with producers and Cultural Programs staff
- Administrative options:
  - Complete routine tasks such as data entry; initiating and following up on correspondence; coordinating logistics for file compilation
  - Research potential outreach opportunities to new communities, organizations, and artists about Festál programs, events and future opportunities
  - Digital audio archive of public music program; labeling images on Flickr

Note: this isn’t an exhaustive list, rather a snapshot of the variety of general duties that are possible. Responsibilities and tasks may also adapt along with the needs of the projects and team.

**Cultural & Creative Workforce Development (CCWD) Program Responsibilities (w/NWFL):**

- Complete CCWD internship experience surveys
- Attend individual and program check-ins (In-person or virtual, usually one hour every other week)
- Participate in CCWD activities, networking, and team projects

**Desired Qualifications, Skills and Traits:**

- A passion for arts and culture, promoting cultural exchange, and community-building
- Demonstrated community engagement experience with diverse populations
- Experience with arts and cultural communities in the Pacific Northwest region
- Experience in event programming
- Strong organizational skills and attention to detail
- Ability to work independently on assigned research, creative, and production projects
- Willingness to use a variety of communication methods, including speaking on the phone
- Ability to prioritize, meet deadlines and maintain high quality outcomes
- Ability to connect/contextualize details to “bigger picture” plans and concepts
- Ability to work as a part of a fast-moving team and show grace and humility under pressure
- Open to receiving from and giving constructive feedback to team members
- Experience with MS Office and a willingness to learn new software, systems, and procedures
- Demonstrated understanding for equity as a framework for (re)developing systems a plus
- Oral and/or written fluency in multiple languages a plus
- Experience/Skills with video editing, social media content creating a plus

**Learning Outcomes:**

- Gain a deeper understanding of the field of cultural arts work
- Develop project management skills in arts programs and events, from production to marketing
- Gain and develop networking skills and build sustainable relationships with cultural partners
- Develop an understanding of event production by coordinating and collaborating with Seattle Center and SC Cultural Programs staff, and community festival producers

**Applications will be reviewed as they are submitted. Interviews will begin in June 2024. Position is open until filled.**

Do not hesitate to apply or reach out if you have concerns about skill level with the above listed responsibilities. There is room to develop skills within this internship. Please email [internships@nwfolklife.org](mailto:internships@nwfolklife.org) for any questions.

**HOW TO APPLY:**

- **Please submit a statement of intent (1-2 paragraphs) which includes:**
  - Your interest in creative careers and cultural producer skills
  - Who you are, and how you think this internship will help you
  - What is most exciting to you about taking part in this internship
- **Attach your resume, CV or a list of relevant experiences as a PDF.**
- **Please submit materials to [internships@nwfolklife.org](mailto:internships@nwfolklife.org)**
- **SUBJECT LINE: Cultural Programs Internship**
- Resume and cover letter are welcome, but not required to apply
- If hired, candidates will need to complete the US I-9, provide relevant identification and provide other employment documentation to Northwest Folklife

*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.*