Northwest Folklife & Jack Straw Production Assistant 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 is an NWFL internship in collaboration with Jack Straw.

About Jack Straw Cultural Center:
Jack Straw Cultural Center is the Northwest’s only non-profit multidisciplinary audio arts center, dedicated to keeping art, culture, and heritage vital through sound. The organization fosters the creation and communication of arts, ideas, and stories to diverse artists and audiences through artist residencies, education, and preservation. Jack Straw has been committed to encouraging individuals to find their voices and tell their stories since founding the Northwest’s first community radio station, KRAB-FM, in 1962, and continues to provide a unique production facility for local artists who work creatively with sound.

Overview:
The Production Assistant has a key role in assisting Northwest Folklife’s community engagement and relations. The Production Assistant will assist with the coordination of interviews through our Living Legacies program in conjunction with Jack Straw. Northwest Folklife enjoys sharing the stories of our community’s cultures and arts. This role will require community presence, cultural focus, citywide travel, and an affinity for community building. This role is key to successful living legacies coordination.

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<thead>
<tr>
<th>REPORTS TO:</th>
<th>Jack Straw staff &amp; NWFL Executive Artistic Director</th>
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<tr>
<td>DIRECT REPORTS:</td>
<td>N/A</td>
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<tr>
<td>HOURS:</td>
<td>15 Hrs/Wk</td>
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<td>COMPENSATION:</td>
<td>$15.75 hrly</td>
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*As the Northwest Folklife & Jack Straw Production Assistant Intern, you must assist in the production of multiple interviews, and work schedule flexibility is necessary. Individuals serving in this position must have the ability to work some evenings and weekends, be willing to commute in between both sites when permitted. Hours worked with Jack Straw site will be negotiated accordingly, and same goes for NWFL.
Production Assistant Responsibilities with Jack Straw:
- Gather research regarding culture bearers and past festivals.
- Scheduling interviews.
- Virtually assist with interview recording, note taking, and photos during interviews.
- Transcribe interviews.
- Editing and clip selection.
- Note taking for virtual meetings.
- Organize and deliver archive materials.
- Assist in podcast production.
- Toolkit workshop support and assistance.

Production Assistant Responsibilities with NWFL:
- Virtually collaborate with Media Intern on projects and provide updates on upcoming interviews in support of projects for Living Legacies.
- Transcription as needed.
- Delivering of materials via email.
- Research, photography, and videography as needed.
- Support event-related operations as needed.
- Virtual NWFL duties as assigned.
- Complete Internship experience surveys
- Attend bi-weekly check-in (In person or virtual)

Qualifications & Skills:
- Demonstrated success in customer service and cultivating relationships with diverse populations
- Strong organizational skills and attention to detail
- Experience with MS Office, G-Suite applications, task management software, and database programs
- Willingness and ability to learn new software, systems, and procedures; familiarity with office machines.
- Open to a flexible schedule.
- Some exposure to interviewing, recording, and editing is a plus.
- Ability to prioritize, meet deadlines and maintain high quality outcomes for multiple projects
- Ability to work under pressure efficiently with a positive attitude
- A passion for: Arts and culture, promoting cultural exchange, and community-building
- Demonstrated understanding for equity as a framework for (re)developing systems a plus
- Oral and/or written fluency in multiple languages a plus
- This position may be required to lift, pull, and/or carry objects up to 25 lbs.
- Final candidates will be subject to a background check
To Apply:

Interested candidates can send a resume and introductory statement describing their interest and skills (no more than 2 - 3 paragraphs) to internships@nwfolklife.org. Applicants are requested to submit no later than May 22, 2020. When applying please put the subject line as: Jack Straw Production Assistant.

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.