Supported Network Internship

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 in collaboration with TeenTix and 2 partner host sites.

About TeenTix:
TeenTix builds a bright future for our region by empowering young people to take an active role in shaping their arts community as audience members, critics, influencers, advocates, patrons, and leaders. TeenTix exists to break down the barriers that prevent teens from accessing art in our community. We are an anti-racist organization and our programs work to uplift marginalized voices in arts leadership and arts journalism, and to increase access to art.

<table>
<thead>
<tr>
<th>REPORTS TO:</th>
<th>Cultural &amp; Creative Workforce Development Manager, TeenTix staff &amp; Two Host sites staff</th>
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</thead>
<tbody>
<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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<tr>
<td>COMPENSATION:</td>
<td>$15.75 hrly</td>
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*As an supported network intern, you will participate in three stages. As mentioned in the table below there will be three stages. Intern must be willing to complete both virtual and if permitted in person assignments. Intern must commute between sites if necessary. Scheduling for this position will be negotiated by NWFL, TeenTix, and host sites.

<table>
<thead>
<tr>
<th>Stage 1</th>
<th>Stage 2</th>
<th>Stage 3</th>
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<tbody>
<tr>
<td>Foundational skills developed at TeenTix</td>
<td>Placed at host site to develop professional skills and work on passion project.</td>
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</tbody>
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www.nwfolklife.org · folklife@nwfolklife.org · (206) 684-7300
Supported Network Intern Qualities with TeenTix:

- Open and receptive to learn new skillsets related to professionalism, marketing, editing, creative content creation, and more.
- Strong organization skills, detail oriented, and a self-starter.
- Willingness and ability to learn new software, systems, and procedures; familiarity with office machines.
- Basic familiarity with email systems, video communication platforms, and
- Experience with MS Office, G-Suite applications, and familiarity of editing platforms.
- A passion for: Arts and culture, promoting cultural exchange, and community-building
- Passionate about service projects positively impacting communities.
- Other duties as assigned.

Coordination Assistant Responsibilities with NWFL:

- Complete Internship experience surveys
- Attend bi-weekly check-in (In person or virtual)
- Completing a passion project

Supported Network Intern Responsibilities with Host sites:

- Scheduling of virtual meetings and virtual events for the public.
- Writing and creating different kinds of creative content for community engagement.
- Researching, building and maintaining contact lists.
- Organizing, summarizing, synthesizing information to share across core organizers and membership network.
- Video, photograph, and audio editing of different content across different organizations.
- Outreach and engagement for the assigned host sites their respective communities.
- Design and Marketing duties for different projects assigned
- Other duties as assigned.

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, and familiarity of editing platforms.
- Willingness and ability to learn new software, systems, and procedures; familiarity with office machines.
- Open to a flexible schedule.
- 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
• 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: Supported Network Intern.

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.