



- Internship Title:** PERFORMING ARTS INTERN
- About Associates:** **Smithsonian Associates** advances the Institution's mission "to increase and diffuse knowledge" through life-enriching educational and cultural experiences inspired by the Smithsonian's research and collections for DC-region students, families, and adults, and for learning communities nationwide.
- Intern Duties:** Intern will assist with all aspects of Associates' Performing Arts programming, including:
- Research, booking, budgets, contract negotiation, season planning, logistical set-up, and marketing
  - Provide direct, hands-on support through the design and production of printed event programs, flyers, patron correspondence, and onsite support of performing arts, film and family programs
  - Assist with box office and house management duties during some evening and weekend productions
  - Spring interns will also assist with the planning, preparation and/or execution of the Associates' Smithsonian Sleepover program.
- Professional Development Opportunities:** By working closely with the program manager, the intern will gain experience in all aspects of program and event production, including: budgeting, performance reporting, customer service, trouble-shooting/problem-solving, adapting to different situations, multi-tasking, creative thinking, researching, coordination at events, creating and maintaining inventories, editing promotional materials, communication, box office and house management, organization and time management, event management.
- Qualifications:**
- Experience and/or interest in supporting performing arts presentations, house management, arts management, and/or event planning
  - Background or strong interest in music, dance, theater, or event planning required
  - Preferred that spring applicants have an interest and/or experience working with children ages 8-12
  - Ability to work quickly with attention to detail both independently and as a team
  - Proficiency with Microsoft Word, Excel, PowerPoint and the Internet
  - Must be able to interact with many different types of people while maintaining a professional demeanor
- Seasons:** Spring (Jan - May) & Fall (Sept - Dec)
- Time Commitment:** Hours flexible; 1 full semester
- Schedule:** Mon - Fri, timing flexible
- Supervisors:** Liz Paige, Program Coordinator, and Brigitte Blachere, Performing Arts Manager
- Compensation:** All Associates internships are unpaid and housing is not provided. College credit may be granted, but must be coordinated in advance with the intern's university/college.
- Location:** S. Dillon Ripley Center, Smithsonian Institution, Washington, D.C.
- To be considered in the first round of applications, please submit your materials by the dates below:**  
Fall Positions: July 1  
Winter/Spring Positions: October 1  
Applications received after these dates will still be considered on an as-needed basis.
- To Apply:** Complete the online application at <http://SmithsonianAssociates.org/Internships>. Questions can be directed to the Intern Coordinator at [TSAInternships@si.edu](mailto:TSAInternships@si.edu) or 202.633.8631.