

# Northwest Folklife Programming Internship

## **Northwest Folklife Internship Program:**

Interning at Northwest Folklife can be the experience you need to gain a career in event planning, festival production, the music industry, nonprofit management, marketing, fundraising and a whole host of other fields. Interns at Northwest Folklife take on a significant role in executing the largest free community arts festival in the nation, and learn how to increase visibility and strengthen the sustainability of a non-profit organization.

## **Before you apply:**

- Housing and transportation are not provided. Prospective interns should carefully consider their financial needs as the internships are unpaid.
- Start and end dates, hours per week, and days of the week are all negotiable based on the intern's availability
- All applicants must be able to commit to working Memorial Day weekend, (May 28<sup>th</sup>-31<sup>st</sup>, 2010) NO EXCEPTIONS.
- Academic credit for internships must be arranged by the intern with their sponsoring institution. Academic credit is up to the discretion of the intern's college or university.
- Computer resources are limited; prospective interns with laptops are encouraged to apply.

## **The Programming Internship:**

The programming internship is one of the most dynamic internships Northwest Folklife has to offer. This Programming Intern plays a key role in ensuring smooth festival production from a programming standpoint. The Programming Intern will:

- Work with the programming staff on Northwest Folklife's public programs, which include organizing and scheduling specific areas of the annual Northwest Folklife Festival.
- Assist with research, telephone and face-to-face contact with representatives of different ethnic, regional and occupational communities from the Pacific Northwest
- Complete tasks such as data entry, initiating and following up on correspondence, managing travel for out-of-state performers, scheduling performers.
- Help organize programs at the family-friendly area at the Northwest Folklife Festival
- Assist in the composition of short articles for the festival program guide or for Festival publicity.
- Help manage performer information for other departments for Northwest Folklife's use.
- Assist in the compilation of a commercially released CD of former Festival Performances.
- Assist Programming department during the Festival as needed.

## Identified Learning Outcomes:

- Learn to program performances for large scale festival production.
- Develop an understanding of event production by working with programmers, production teams, volunteer coordinators, and development teams.
- Interns will walk away with the ability to create and interpret tech books and tech sheets for stages and stage managers; an essential skill for anyone interested in a programming career.
- Gain networking skills - make connections with artists, performers, sponsors, and production teams.

## Who Should Apply?

The Programming Intern should possess the following:

- Strong communication skills.
- The ability to work as part of a fast-moving team.
- The ability to work under pressure
- The ability to deal with small details and connect them to a larger whole.
- Knowledge of or experience with cultural arts in the Pacific Northwest.
- An open mind and desire to discover new kinds of music and dance.
- Must be organized and have a working knowledge of Word, Excel, Outlook, and databases.
- A desire to obtain the skills for event production.
- A healthy sense of humor appreciated!

Additionally, anyone with a love of music, arts, and cultural is encouraged to apply.

**Internship Title:** Programming Intern

**Supervisor:** Assistant Director of Programs

**Start Date:** November 2009

**End Date:** June 2010

**Hours per week:** 25-30

## To Apply:

Please send your resume and a cover letter via email to Holly Decker, Community Engagement & Volunteer Coordinator at [holly@nwfolklife.org](mailto:holly@nwfolklife.org) with your desired internship in the subject line. Although we prefer electronic methods, you may also submit your resume to:

Northwest Folklife  
Attn: Holly Decker  
305 Harrison St.  
Seattle, WA. 98109