



CCWD PERFORMER EXPERIENCE INTERNSHIP

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.

The intentional and robust support of the creative and cultural sector is a forward-thinking urban growth strategy which interrupts historical patterns of cultural divestment, displacement, and erasure.

An internship at Northwest Folklife will provide the experience you need to move into a career in arts programming, event coordination, festival production, marketing, or related fields. Interns take on an important role in executing year-round programs, including the Northwest Folklife Festival – the largest community powered arts festival in the region.

Before You Apply:

- Start and end dates, hours and days per week are somewhat flexible and will be approved by the site supervisor, Programs Lead, Sarah Kinney. Availability for staff and departmental meetings on Mondays and Thursdays is very important
- All applicants must be able to commit to working all days of Memorial Day weekend, (May 26-29th, 2023) *NO EXCEPTIONS*
- It is understood that March – May are peak months for Northwest Folklife Festival and additional hours may be worked during this period of time. Scheduling will be negotiated with your site supervisor
- 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 Performer Experience Intern should be an enthusiastic team member who's inspired and passionate about learning the behind-the-scenes logistics of the largest community run festivals in the nation. This personal and unique position allows you to interact with thousands of artists and culture bearers from across the Pacific Northwest to ensure all festival participants receive vital communications. Smooth festival operations depend on informed constituents – who is doing what, where to go, what to do, when to be at specified a location, and at what time. This position is set in a fast-paced environment that will require proactivity on projects, excellent communication skills, and high energy and passion for the work. While this position will focus on engagement with performers and presenters, the intern will adopt additional roles and duties as assigned.

REPORTS TO:	Sarah Kinney + CCWD Program Manager (NWFL)
HOURS:	15-20 Hours/Week (March 2023 – July 2023)
COMPENSATION:	\$19.00 per hour

Responsibilities & Duties:

Prior to the NW Folklife Festival

- Support questions and issues left on the programming hotline and inbox with exceptional customer service. When issues occur, promptly provide appropriate solutions and/or alternatives. Provide a timeframe for follow-up and ensure a resolution (including connecting the individual with the Programs Lead)
- Assist with timely advancing programmatic elements of performances, in collaboration with the production department and support participants to meet deadlines and due dates
- Gather and compile stage diagrams, input lists, emcee messages and informational festival documents (for approximately 70 technical books across 20+ different festival venue/stages)
- Coordinate, print and distribute communication materials and day-of logistics in the Final Performer Packets

During & After the NW Folklife Festival

- Staff and manage the Performer Registration booth to create a welcoming experience. Tasks include:
 - Regular monitoring of the programmer hotline for updates and cancellations
 - Daily set-up and closure of the Performer Registration booth
 - Greet and provide guidance to performers and presenters
 - Track the distribution of credentials and VIP buttons
 - Encourage participants to fill out demographic and experience surveys
 - Distribute and receive travel reimbursement forms

- Assist with creation, compilation, organization and distribution/posting of programming schedule signage at all venues (there are hundreds of these signs)
- Collect and organize performers' travel reimbursement forms in a spreadsheet
- Compile and create a Master Evaluation Book from evaluation forms and comments found in the technical books. Once completed, clear and recycle unneeded material in all technical books
- Create, prepare and distribute "exit" communication to all scheduled participants about their event experience, including a survey
- Attend and participate in an all-staff debrief meeting after the 52nd Annual NW Folklife Festival

Note this isn't an exhaustive list, rather a snapshot of general duties. Responsibilities and tasks will adapt along with the needs of the projects and team.

Cultural & Creative Workforce Development (CCWD) Program Responsibilities:

- 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:

- Strong written and verbal communications
- Organizational skills and attention to detail
- Ability to connect/contextualize details to "bigger picture" plans and concepts
- Ability to work as a part of a fast-moving team
- Proactive with assisting and being fully available to all team members
- Proactive and attentive participation in all meetings
- Moving between tasks and undertaking unfamiliar tasks both independently and within groups
- Open to receiving from and giving constructive feedback to team members
- Basic working knowledge of Word, Excel, Outlook, and Databases
- Knowledge of or experience with cultural arts in the Pacific Northwest a plus
- Ability to show grace and humility under pressure
- A healthy sense of humor

Learning Outcomes:

- Builds and maintains sustainable relationships with performers and participants through interactive and personal relations communication
- Develop an understanding of event production by coordinating and collaborating with staff from Programs, Production, Development & Communications, Sponsorship, Volunteer Engagement and Finance Teams

- Create and compile technical requirement books for Stage Managers and Sound Managers (an essential skill for anyone interested in a programming career)
- Gain and develop networking skills - make connections with artists, performers, sponsors, and production team

Applications will be reviewed as they are submitted. Interviews will begin in late February 2023. 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 for any questions.

HOW TO APPLY:

- **Please submit a statement of intent (1-2 paragraphs) which includes:**
 - Your interest in creative careers and 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**
- **SUBJECT LINE: Performer Experience 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.