



# NORTHWEST FOLKLIFE

Strengthening our communities through arts & culture

## 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 internship will be hosted at NWFL.

---

## Overview:

This intern will support the Creative Workforce Development Program here at Northwest Folklife. They will get experience with digital marketing, scheduling, editing, graphic design, and even production. This intern is essential for the success of the Cultural & Creative Workforce Development program and Northwest Folklife's voice, by sharing and featuring external content that highlights the program. This intern will be collaborating with many different community organizations, and build quite the network. The ideal intern will be creative, adaptable, dependable and offer fun ways to market Northwest Folklife opportunities to broader audiences.

REPORTS TO:	Cultural & Creative Workforce Development Manager
DIRECT REPORTS:	N/A
HOURS:	15 Hrs/Wk)
COMPENSATION:	\$16.69 hrly

\*As the Cultural & Creative Workforce Development Intern, you will assist the CCWD Manager with digital and written content. Your work schedule will be set by the CCWD manager. Interns must be willing to commute to site when stay at home order is lifted.

## CCWD Intern duties with Northwest Folklife:

- Design and create visual and written content to support upcoming Cultural & Creative Workforce Development Program internships and news.
- Video content editing & distribution for Northwest Folklife videos.
- Schedule, edit, and maintain appointments for the CCWD Program.
- Help fellow interns with operations and administrative tasks, including, but not limited to: scheduling, answering inquiries, onboarding, etc.
- Program Development - attend and participate in key team meetings and activities when available with Director and other staff.
- Serve as program expert, be innovative and implement new equity-focused strategies.

- Apply learned skills from internship towards a special project, with guidance from Cultural & Creative Workforce Development Manager and Director.
- Opportunity to gain or increase familiarity with Adobe Photoshop, Adobe Illustrator, Canva, and other platforms for design and editing.
- Other duties as assigned.

### **Coordination Assistant Responsibilities with NWFL:**

- Complete Internship experience surveys
- Attend bi-weekly check-in (In person or virtual)
- Other duties as assigned.

### **Qualifications & Skills:**

- Demonstrated success in customer service and cultivating relationships with diverse populations
- Experience with MS Office, G-Suite applications, and task management software to work under pressure efficiently with a positive attitude
- A passion for: Arts and culture, promoting cultural exchange, and community-building
- This position may be required to lift, pull, and/or carry objects up to 25 lbs.
- Applicants should be participating in, or have recently participated in creatively-centered youth programming OR should be currently enrolled in creative coursework or following a creatively-focused area of study/major. Please contact us if you have questions regarding this requirement.
- Available during Northwest Folklife's work hours M-F 9:30am – 5p.
- Strong verbal and written communication skills.
- Ability to work independently and take initiative on projects.
- Outstanding organizational skills and attention to detail. Ability to juggle multiple projects.
- Interest in digital marketing and design and/or non-profit administration.
- Passion for and commitment to Northwest Folklife's mission of empowering young people to take an active role in shaping their arts community as audience members, critics, influencers, advocates, patrons, and leaders.

### **To Apply:**

Please submit an introductory statement discussing the following:

- 1) Your interests in this position and skills
- 2) Who you are, and which parts of your heritage resonate with you
- 3) What skills you hope to gain from this internship?
- 4) Complete the Creative Force Intern Intake form found on the website,
- 5) Your resume is optional

Please email submissions to [internships@nwfolklife.org](mailto:internships@nwfolklife.org). Application deadline is June 30, 2021.

When applying please put the subject line as: CCWD 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.*