



## CCWD SPECIAL PROGRAMS 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 a vital 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, Artistic Director, Benjamin Hunter. 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 CCWD Special Programs Intern will support Northwest Folklife’s programming department in curating the 2023 Northwest Folklife Festival, particularly in the coordination of newer program areas: The Maker’s Space, “Threads of the People” Exhibition, and sustainability focused Kuleana Corridor. This role will require community presence and an affinity for community building. This position plays a crucial part in artist outreach, technical advancing, and programmatic scheduling.

<b>REPORTS TO:</b>	NWFL Artistic Director + CCWD Program Manager
<b>HOURS:</b>	15-20 Hours/Week (March 2023 – June 2023)
<b>COMPENSATION:</b>	\$19.00 per hour

This internship is currently projected to last 4 months. Extensions related to year-round programming may be possible and must be discussed with the site supervisor and the CCWD Program Manager. Scheduling for this position is negotiated with the NWFL site supervisor. NWFL work hours: Monday thru Friday, 9am- 5pm with some weekend or evening hours for events.

### **Responsibilities & Duties:**

- Identify and connect with potential partners and artists for the Maker’s Space, “Threads of the People” Exhibition and Kuleana Corridor programs at the 52<sup>nd</sup> Annual Northwest Folklife Festival
- Assist with logistics and advancing programmatic elements of performances, in collaboration with the production department to meet crucial deadlines
- Complete routine tasks such as data entry; initiating and following up on correspondence; coordinating logistics for file compilation; scheduling performers and contract development
- Outreach to new communities, organizations, and artists about NWFL programs, events and opportunities
- Assist with creation, compilation, organization and distribution/posting of instructions and signage at special program areas
- Direct participants to registration, hospitality and evaluation resources
- Assist in the preparation of “exit” communication to Special Program participants about their event experience, including a survey
- Attend and participate in an all-staff debrief meeting after the 52<sup>nd</sup> 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:**

- Experience in event programming
- High interest in food sustainability and justice, clothing or fashion industry and/or artisan and trade crafts
- Experience with arts and cultural communities in the Pacific Northwest region
- Demonstrated community engagement and relationship building skills with diverse populations
- Willingness to use a variety of methods for communication, including speaking on the phone
- Ability to prioritize, meet deadlines and maintain high quality outcomes for multiple projects
- Strong organizational skills and attention to detail
- Experience with MS Office, G-Suite applications, task management software, and database programs
- Willingness and ability to learn new software, systems, and procedures
- Open to a flexible schedule.
- 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
- Oral and/or written fluency in multiple languages a plus
- Ability to connect/contextualize details to “bigger picture” plans and concepts
- Ability to work as a part of a fast-moving team
- Open to receiving from and giving constructive feedback to team members
- Ability to show grace and humility under pressure

**Learning Outcomes:**

- Build sustainable relationships with cultural partners
- Develop an understanding of event production by coordinating and collaborating with staff from Programs, Production, Development & Communications, Sponsorship, Volunteer Engagement and Finance Teams
- Support and advance communications with artists, vendors and other participants in these special program areas
- Gain and develop networking skills - make connections with artists, presenters performers, vendors, sponsors, and production team

**Applications will be reviewed as they are submitted. Interviews will begin in March 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](mailto: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](mailto:internships@nwfolklife.org)**
- **SUBJECT LINE: Special Programs 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.*