



## **VELOCITY CCWD PROGRAMMING INTERNSHIP**

### **About Velocity:**

Velocity is Seattle's center dedicated to contemporary dance, and an essential incubator for new dance in our region. With artist-driven, community-responsive programming, Velocity provides vital resources and advocacy for one of the most active dance communities in the nation. Velocity's programming includes classes, workshops, residencies, performances, discussions, and two annual international festivals.

To celebrate how far we've come in our pandemic-altered landscape, we are expanding the traditional festival format into a full month of in-person and online experiences: Seattle Festival of Dance + Improvisation.

In the past, Velocity has offered two distinct dance festivals during the summer, Strictly Seattle and the Seattle Festival of Dance Improvisation. This year, SFD+I will offer creative process intensives, drop-ins, and beginning dance tracks with world-renowned faculty and exceptional local teachers, plus in-person events, and pop-up performances.

### **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.

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### **Attention:**

All candidates must adhere to organizational and municipal COVID-19 health and safety regulations.

**Overview & Purpose:**

The Summer Programming Intern(s) will assist staff with the development, implementation and evaluation of SFD+I. Position will be developed with each intern to fulfill Velocity's needs while also aligning with each individual's expertise, skills and goals.

<b>REPORTS TO:</b>	Velocity Creative Producer and Executive Director + CCWD Program Manager (NWFL)
<b>HOURS:</b>	15 Hours/Week (May 2023 – September 2023)
<b>COMPENSATION:</b>	\$19.00 per hour

This position will be a hybrid of remote administrative work and in-person event support. Velocity staff will all be vaccinated, and applicants are strongly encouraged to be vaccinated. In-person SFD+I events will follow strict safety protocols including masks, social distancing, regular cleaning, and temperature check-ins and contact-tracing.

**Programming Intern Responsibilities & Duties:**

- Work with Velocity staff to help plan and implement SFD+I
- Organize festival special events, outreach events, housing, communications
- Facilitate Festival Participant experience
- Communicate directly with Festival Participants and Faculty
- Assist in management of events with up to 300+ attendees
- Organize Festival Registration, Welcome Packets, Waivers, Participant communications
- Gather and deliver relevant content for Social Media posts
- Make in-house collateral for one-time events
- Aid in distributing promotional materials
- Archive press articles, hard copy and online
- Add performances and events to online press calendars
- Distribute, collect and present data from surveys
- Collect and archive testimonials and quotes
- Work with Velocity staff to help plan and implement exciting community engagement activities
- Other related duties to fulfill programming projects, tasks and activities

**Cultural & Creative Workforce Development (CCWD) Program Responsibilities (w/NWFL):**

- Complete CCWD internship experience surveys
- Attend individual and program check-ins (In-person or virtual, 1 hour every other week)
- Participate in CCWD activities, networking, and team projects

### **Desired Qualifications & Skills:**

- Interest and/or experience with contemporary dance and movement-based art
- Interest and/or experience with arts-oriented non-profit organizations
- Organization, time management and communication skills
- Comfortable with speaking in groups (small and large)
- Experience providing excellent customer service
- Experience representing a team and mission
- Highly efficient in team and collaborative work settings
- Self-motivated and able to take initiative on projects
- Willingness to receive feedback on performance towards improving skills
- Experience giving feedback to improve team performance
- Computer Proficient
- Detail oriented

### **Learning Outcomes:**

- Develop project management skills in arts programs and events, from production to marketing
- Develop leadership skills, particularly in public speaking and relating to event management
- Learn artist services skills

**Applications will be reviewed as they are submitted. Interviews will begin in May 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 a lot of room to make this internship your own and grow your skills. Please email [internships@nwfolklife.org](mailto:internships@nwfolklife.org) for any questions

### **HOW TO APPLY:**

- Submit materials to [internships@nwfolklife.org](mailto:internships@nwfolklife.org)
  - SUBJECT LINE: **Velocity Internship**
- If hired, candidates will need to complete the I-9 and provide other employment documentation to Northwest Folklife
- Please submit a cover letter/statement of intent (2-3 paragraphs) as an attachment to your email which includes responses to the following questions:
  - Why are you interested in the Velocity Summer Programming Internship?
  - What are your goals and expectations for the Internship (both administratively and artistically)?
  - What skills you believe would be an asset to Velocity as an organization?
  - Are you located in Seattle?

(See next page for more instructions)

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- Submit a one-page resume, CV or list of relevant experience and accomplishments (preferably in PDF format)
- Include any supporting materials that would help us get to know you better

*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.*