NORTHWEST FOLKLIFE'S CULTURAL & CREATIVE WORKFORCE DEVELOPMENT PROGRAM

HOST SITE: CASCADIA MEDIA LAB
POSITION TITLE: DIGITAL STORYTELLING APPRENTICE

About Northwest Folklife & Cultural & Creative Workforce Development

Since 1972, Northwest Folklife (NWFL) has created opportunities for communities to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest. Through the annual Northwest Folklife Festival and year-round programs, NWFL brings together artists, culture bearers, cultural organizations, and community members to share traditions, build relationships, and strengthen our region's cultural ecosystem.

Northwest Folklife's Cultural & Creative Workforce Development (CCWD) Program provides paid professional experiences for emerging cultural workers, connecting participants with mentorship, hands-on learning, professional networks, and meaningful career pathways in the creative sector.

As part of Northwest Folklife's broader Youth Pathways Initiative, CCWD apprenticeships are designed to move beyond observation and introductory work experience. Apprentices take on meaningful project responsibilities, develop specialized professional skills, and contribute directly to the work of cultural organizations while building their capacity as emerging leaders.

About CASCADIA MEDIA LAB:

Cascadia Media Lab is an emerging arts organization dedicated to empowering emerging storytellers across the Pacific Northwest. We provide hands-on training with industry-standard equipment, mentorship from working filmmakers, and a collaborative environment where creativity and curiosity thrive. Our programs center on access, community-building, and developing the next generation of independent filmmakers.

About the Digital Storytelling Apprentice

Cascadia Media Lab is hiring a Digital Storytelling Apprentice to support the development and production of creative media projects that highlight stories, voices, and communities across the Pacific Northwest. Working alongside filmmakers and creative professionals, the intern will

contribute to collaborative storytelling projects while exploring the creative and technical processes behind digital media production.

Through this paid, six-month apprenticeship, participants will gain hands-on experience in digital storytelling, filmmaking, media production, and creative collaboration while developing practical skills, building professional connections, and contributing to projects that reflect the communities and stories of the region.

Before You Apply

The Cultural & Creative Workforce Development (CCWD) Program is designed to support emerging cultural workers. Applicants must be between the ages of 16 and 26 at the start of the apprenticeship. This is a paid, six-month opportunity running from mid-January 2026 through mid-July 2027.

Apprentices must be available to work **in person afternoons on Mondays, Wednesdays, and Fridays** throughout the program, with additional hours scheduled as needed. While some flexibility is available for remote work, consistent in-person participation is a core requirement. Applicants must also be available for **all four days of the 2027 Northwest Folklife Festival (May 28–31)** and accommodate increased hours and potential evening or weekend work during the months leading up to the Festival. Applicants are encouraged to carefully review the Required Availability & Scheduling section below before applying.

Academic credit may be available through an applicant's college or university, with arrangements made directly through the sponsoring institution. Northwest Folklife can provide verification of hours and responsibilities as needed.

Required Availability

The Digital Storytelling Apprenticeship follows a seasonal schedule, with hours increasing as the Northwest Folklife Festival approaches. This is a paid, hourly position with a defined total number of hours over the six-month apprenticeship. Applicants must be able to accommodate the following anticipated workload:

Dec - Mar	15 hours/week
Apr	20 hours/week

May	30-35 hours/week, with possible overtime for the Festival weekend
Jun - July	15-20 hours/week

Regular Weekly Schedule & In-Person Work

The Digital Storytelling Apprentice must be available to work in person afternoons Mondays, Wednesdays, and Fridays, which will serve as the primary, consistent workday(s) alongside CML staff and the site supervisor. The apprentice must also be available for 1–2 hours weekly for meetings with the Executive Director, typically held on weekday mornings, either remotely or in person. Additional in-person work at CML's Queen Anne facility will be required as needed to capture content, support workshops, and participate in digital storytelling activities. While regular meetings typically occur in the mornings, some programs and events take place in the evenings.

Most weekly hours will be scheduled onsite. For example, during a typical 15-hour workweek, approximately 12 hours will be in person, with up to 3 hours available for flexible or remote work as appropriate. Specific work hours and any additional regularly scheduled workdays will be established with the site supervisor and CCWD Program Lead before the apprenticeship begins. Schedules will remain as consistent as possible, with adjustments planned in advance to accommodate program activities, Festival preparation, and seasonal workloads.

As this is a paid, hourly position with a defined total hour allocation, significant schedule changes must be discussed and approved in advance.

Required Festival Availability

All apprentices must be available to work all four days of the 2027 Northwest Folklife Festival, Friday, May 28–Monday, May 31, 2027 (Memorial Day Weekend). This is a required commitment for the position.

Apprentices should also anticipate increased responsibilities and scheduling needs during the weeks immediately preceding the Festival, including preparation, production coordination, and onsite activities. Evening and weekend work may be required, with schedules communicated as far in advance as possible.

CCWD Program Availability, Responsibilities, & Commitments

In addition to their responsibilities with Northwest Folklife's Programs Team, all apprentices are required to actively participate in the Cultural & Creative Workforce Development (CCWD) Program.

CCWD supports emerging cultural professionals through mentorship, professional development, networking, and hands-on leadership experiences. These activities are a required component of the paid apprenticeship, and all time spent participating counts toward the program's 520 total paid hours.

Apprentices are expected to take an active role in their professional growth, maintain consistent communication with CCWD program staff and their site supervisor, and demonstrate accountability for scheduling, attendance, and participation.

Required responsibilities include:

- **Monthly CCWD Check-Ins** - Apprentices are required to participate in two CCWD check-ins each month:
    - **One in-person check-in:** A one-on-one meeting with the CCWD Program Lead at the Northwest Folklife office, scheduled on a Tuesday between 1:00–6:30 p.m. These meetings provide opportunities to reflect on progress, discuss challenges, establish professional goals, and receive mentorship and support.
    - **One virtual check-in:** A meeting with the apprentice, their site supervisor, and the CCWD Program Lead to review progress, learning goals, scheduling, workload, and professional development opportunities.
- **Monthly Professional Development & Cultural Outings -** Apprentices are expected to participate in a monthly CCWD cohort activity, scheduled on the third Thursday of each month between 5:00–7:00 p.m. Activities may be held in person or virtually and may include professional development panels, workshops, cultural outings, networking opportunities, and opportunities to connect with other emerging cultural workers. Participation is a required component of the apprenticeship. Apprentices may miss up to two of the six scheduled monthly activities during their placement and are expected to attend at least four. Any anticipated absences should be communicated to CCWD program staff in advance.
- **Program Communication & Scheduling -** Apprentices are expected to respond to CCWD program communications in a timely manner, proactively share updates on their apprenticeship activities and progress, and communicate any challenges or circumstances that may affect their participation. Apprentices will work with their site supervisor and the CCWD Program Lead to establish a consistent work schedule at the beginning of the apprenticeship. Any anticipated scheduling conflicts or significant changes to their agreed-upon hours should be communicated in advance.
- **Program Evaluation & Reflection -** Apprentices are required to complete CCWD surveys, evaluations, and feedback activities throughout the apprenticeship and upon

completion of the program. They are also expected to actively reflect on their professional growth, skills developed, learning goals, and future career interests.

- **Paid Participation & Accountability -** All required CCWD check-ins, professional development activities, cohort outings, and program evaluations are paid work time and count toward the apprenticeship's total allocation of 520 hours. These commitments will be incorporated into the apprentice's regular work schedule in coordination with the site supervisor. Consistent participation and communication are expectations of the apprenticeship. Failure to meet these responsibilities may result in a review of program standing and continued participation, with consideration given to individual circumstances and any necessary accommodations.

About The Role

Cascadia Media Lab (CML) is seeking a creative, collaborative, and organized **Digital Storytelling Apprentice** to support its filmmaking education, community programs, and digital media production activities. This apprenticeship offers an emerging creative professional the opportunity to gain hands-on experience in digital storytelling, media production, program coordination, and nonprofit arts operations while working alongside experienced filmmakers, teaching artists, and cultural professionals.

The Digital Storytelling Apprentice will support the planning and delivery of CML's workshops, labs, and community programs, helping create accessible and welcoming learning environments for emerging filmmakers. From supporting program communications and coordinating production logistics to assisting with video production and streaming activities in partnership with the Northwest Folklife Festival, the apprentice will contribute to projects that connect creative storytelling, education, and community engagement.

Working closely with CML staff, teaching artists, and program participants, the apprentice will take ownership of assigned projects, collaborate with creative teams, and contribute to problem-solving throughout the planning and production process. This community-centered role requires strong communication, attention to detail, adaptability, and an interest in supporting inclusive and collaborative creative environments.

As part of Northwest Folklife's Cultural & Creative Workforce Development (CCWD) Program, the apprentice will also receive mentorship, professional development, and opportunities to build meaningful connections across the region's creative and cultural sector. The experience is designed to strengthen professional skills, build confidence in creative project coordination, and

prepare emerging cultural workers for future opportunities in digital media, film production, arts administration, and community-based storytelling.

Specific projects and areas of responsibility will be developed in collaboration with the CML team, taking into consideration organizational needs and the apprentice's skills, interests, and professional development goals.

Position Title	Digital Storytelling Intern
Number of Positions	1
REPORTS TO:	Derek Edamura (Executive Director of Cascadia Media Labs) + CCWD Program Manager (NWFL)
HOURS:	390 total paid hours; variable weekly schedule as outlined in Required Availability
COMPENSATION:	Apprentice: $23.5 hourly

Responsibilities & Duties:

Program & Participant Support

- Support the planning and delivery of CML workshops, filmmaking labs, and community programs, including participant check-in, space preparation, equipment organization, and onsite logistics.
- Assist teaching artists, instructors, and participants during classes, workshops, and educational activities, helping ensure programs run smoothly and participants have the resources and support they need.
- Help create and maintain welcoming, accessible, and inclusive learning environments that encourage creative exploration, collaboration, and participation.

Digital Storytelling & Media Production

- Collaborate with CML staff on a variety of contracted client projects, gaining hands-on experience in professional digital storytelling, media production, and creative project delivery.
- Support different stages of the production process, including pre-production planning, onsite filming, equipment preparation, and post-production activities, based on project needs and the apprentice's developing skills.
- Assist with educational shoots, student filmmaking projects, and community-based storytelling initiatives, working alongside experienced filmmakers and production professionals.
- Capture behind-the-scenes content, program highlights, and other storytelling materials that document CML's educational programs, creative processes, and community impact.
- Work alongside CML's production lead to support live documentation and streaming activities at the Northwest Folklife Festival, with specific responsibilities determined in collaboration with Festival leadership.

Communications & Administrative Coordination

- Support CML's communications efforts by drafting social media content, preparing program updates, and helping maintain accurate and engaging outreach materials.
- Organize and maintain program materials, participant information, production documentation, and other resources that support effective program delivery.
- Assist with scheduling, coordination, and administrative tasks related to workshops, educational programs, and community events.
- Communicate with CML staff, instructors, and program partners to track assigned tasks, share updates, and support timely completion of program activities.

Event Operations & Onsite Experience

- Assist with onsite setup, equipment preparation, and logistical coordination for workshops, screenings, community events, and other CML activities.
- Provide hands-on support during programs and production activities, responding to emerging needs and collaborating with staff to troubleshoot logistical challenges.
- Take ownership of assigned projects and follow-up tasks, helping move activities from preparation through implementation and completion.
- Participate in team check-ins and project debriefs, contributing observations, feedback, and ideas to strengthen future programs and production activities.

Evaluation & Wrap-Up

- Coordinate the development and distribution of post-Festival communications, surveys, and evaluation materials for performers, presenters, and program participants.
- Collect, organize, and synthesize participant feedback and evaluation findings, identifying key themes, successes, challenges, and opportunities for improving future Festival experiences.
- Participate in the all-staff Festival debrief, contributing observations, reflections, and recommendations informed by their work with performers, community partners, and Festival operations.
- Support post-Festival documentation and project closeout, ensuring important materials, communications, and lessons learned are organized and accessible for future programming teams.

The responsibilities outlined above represent the general scope of the apprenticeship and may evolve based on Festival needs, team priorities, and individual professional development goals. Specific projects and assignments will be determined in collaboration with the Programs Team.

Desired Qualifications & Skills

We recognize that professional experience and skills can be developed in many ways, including through employment, education, volunteer work, community involvement, and creative practice. We encourage applicants with a range of backgrounds and experiences to apply, even if they do not meet every qualification listed below.

- **Communication & Relationship Building:** Strong written and verbal communication skills, with the ability to engage professionally and respectfully with filmmakers, teaching artists, clients, program participants, and community partners.
- **Organization & Project Coordination:** Demonstrated organizational skills, attention to detail, and the ability to manage multiple tasks, track deadlines, and follow assigned projects through to completion.
- **Initiative & Problem-Solving:** Willingness to take initiative, learn new skills, navigate unfamiliar situations, and work toward solutions both independently and collaboratively.
- **Collaboration & Adaptability:** Ability to work as part of a creative team, respond to changing priorities, receive feedback, and contribute to collaborative production and program environments.
- **Professional Accountability:** Dependability, proactive communication, and a willingness to take ownership of assigned responsibilities, participate actively in meetings, and follow through on commitments.

- **Interest in Digital Storytelling & Media Arts:** Demonstrated interest in filmmaking, digital media production, creative storytelling, arts education, or community-based creative work.
- **Technology & Digital Media Skills:** Comfort using common digital tools and technology, with an interest in learning production equipment, editing software, and collaborative media workflows. Prior professional filmmaking or production experience is not required.

Additional Skills & Experience That Are a Plus:

- Experience with photography, video production, editing, social media content creation, or other forms of digital storytelling through personal, educational, or community projects.
- Familiarity with cameras, audio equipment, editing software, or other media production tools.
- Experience supporting workshops, educational programs, community events, or collaborative creative projects.
- Familiarity with the diverse artistic communities, cultural traditions, and creative practices of the Pacific Northwest.
- Oral and/or written fluency in multiple languages.

Identified Learning Outcomes

Through this apprenticeship, the Digital Storytelling Apprentice will strengthen their professional and creative skills, develop meaningful relationships within the media arts and cultural sector, and gain hands-on experience in digital storytelling, professional media production, and community-based film education.

By the conclusion of the apprenticeship, the apprentice will have opportunities to:

- **Digital Storytelling & Media Production:** Develop practical skills in visual storytelling and media production, including exposure to production equipment, filming techniques, content development, and post-production processes through client projects and community-based media activities.
- **Professional Production & Client Projects:** Gain an understanding of how professional media projects move from initial planning through production and delivery, including

working with clients, coordinating production needs, managing timelines, and contributing to collaborative creative workflows.

- **Creative Collaboration & Communication:** Strengthen communication, teamwork, and relationship-building skills by working alongside filmmakers, teaching artists, clients, and creative professionals in a variety of production and educational settings.
- **Project Coordination & Professional Accountability:** Develop skills in organizing tasks, tracking deadlines, managing assigned responsibilities, and contributing to the successful delivery of creative projects and educational programs.
- **Arts Education & Community Engagement:** Deepen their understanding of community-based film education, including how workshops, labs, and creative learning environments support emerging filmmakers, expand access to media arts, and encourage diverse voices and perspectives.
- **Creative Problem-Solving & Adaptability:** Build confidence in navigating production challenges, responding to changing project needs, learning new technical skills, and contributing ideas and solutions within collaborative creative environments.
- **Professional Networks & Career Development:** Expand their professional networks, identify transferable skills, and build a portfolio of experiences and accomplishments that support future opportunities in filmmaking, digital storytelling, media production, arts education, and the broader creative sector.

How to Apply

Northwest Folklife is hiring one Digital Storytelling Apprenticeship, to be placed with Cascadia Media Lab. Email your statement of interest to internships@nwfolklife.org with the subject line: 2027 CML Digital Storytelling Apprenticeship Application. A resume is welcome but not required. A separate cover letter is also welcome but not necessary.

Application Review Begins: December 14, 2026. Applications will be reviewed on a rolling basis until the position is filled.

To apply, please submit a brief statement of interest (2–3 paragraphs) addressing the following:

1. **Your Interest:** What excites you about this apprenticeship and the opportunity to work with artists, culture bearers, and community-centered cultural programming?
2. **Your Experience & Strengths:** What skills, experiences, or perspectives would you bring to this role? We welcome examples from employment, education, creative practice, volunteer work, or community involvement.

3. **Your Professional Growth:** What are you hoping to learn or develop through this apprenticeship, and how might this experience support your future goals?
4. **Required Age & Availability Confirmation:** Please include a brief statement confirming that you have reviewed the age requirements as well as the Required Availability section and can commit to the anticipated work schedule, including all four days of the 2027 Northwest Folklife Festival (May 28–31, 2027).

We encourage you to apply even if you do not meet every desired qualification. Northwest Folklife values the diverse experiences, perspectives, and strengths that emerging cultural workers bring to our organization. If you have questions about the position, application process, or accessibility accommodations, please contact internships@nwfolklife.org. Selected candidates will be required to complete standard employment documentation, including Form I-9, before beginning their apprenticeship.

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.