

## Intern with Washington Revels!

Washington Revels, a traditional performing arts community based in Silver Spring, MD, offers internship opportunities for high school students throughout the year to assist with specific areas indicated below as well as general office work. Opportunities and schedule will be determined by the student in conjunction with the Volunteer and Education Manager or staff supervisor. All responsibilities will be based on interest and experience. Schedules should generally average a minimum of 8 hours a week but can be flexible depending on the needs of the student. Positions are unpaid but can potentially fulfill community service or credit requirements.

### **General Skills/Requirements:**

- Interest in performing arts and cultural traditions
- Excellent interpersonal, communication, writing and organizational skills
- Basic computer skills in Mac, Office Suite, Google Drive and other internet applications
- Ability to multi-task and take initiative

All interested applicants should send a cover letter indicating interests and resume to Grace VanderVeer, Manager of Volunteers and Education at [gvanderveer@revelsdc.org](mailto:gvanderveer@revelsdc.org).



## Costume Shop Intern

Washington Revels seeks a costume shop intern for the Fall 2018 semester (beginning August 2018). The Fall season is Washington Revels' busiest time of year as we prepare for our annual *Christmas Revels*, a fully staged theatrical production at GW Lisner Auditorium each December. Lay the foundation for a successful career in theatre costuming by joining the Washington Revels production team!



**PLEASE NOTE: Those applying for this internship MUST have experience with basic hand and machine sewing. This is not for those wishing to learn how to sew. Intern should have an eye for detail, an interest in costume/fashion/theatre, and be eager to learn.**

Candidates should be available for a minimum of 8 hours per week, with occasional weekend duties possible. To apply, please submit a cover letter describing your interest in this position and a resume detailing education and relevant work/volunteer experience to: Grace VanderVeer, Volunteer & Education Manager, at [gvanderveer@revelsdc.org](mailto:gvanderveer@revelsdc.org).

Questions? Call 301-830-4407 or email [gvanderveer@revelsdc.org](mailto:gvanderveer@revelsdc.org).

### ***Responsibilities may include:***

- Assisting Head Costumers as needed with all aspects of costume construction, fittings and alterations

Reports to: Sandy Spence, Costume Shop Manager & Grace VanderVeer, Volunteer & Education Manager

## **Development and Merchandise Intern**

Washington Revels seeks a Development and Merchandise Intern for the Fall 2018 semester (beginning August 2018). The fall season is Washington Revels' busiest time of year as we prepare for our annual *Christmas Revels*, a fully staged theatrical production at GW Lisner Auditorium each December. Lay the foundation for a successful career in arts administration by joining the Washington Revels development team!



Candidates should be available for a minimum of 8 hours per week, with occasional weekend duties possible. To apply, please submit a cover letter describing your interest in this position and a resume detailing education and relevant work/volunteer experience to: Grace VanderVeer, Volunteer & Education Manager, at [gvanderveer@revelsdc.org](mailto:gvanderveer@revelsdc.org).

Questions? Call 301-830-4407 or email [gvanderveer@revelsdc.org](mailto:gvanderveer@revelsdc.org).

### ***Merchandise Responsibilities may include:***

- Sort and count all new merchandise for Christmas Revels
- Assist with pricing and packaging merchandise
- Assist with labeling all merchandise items and ordering new merchandise items as required.
- Assist in preparing all merchandise to be transported to Lisner Auditorium

### ***Development Responsibilities may include:***

- Conduct research on opportunities for grants and sponsorships
- Assist with writing proposals
- Compile potential donor profiles
- Assist in the day-to-day needs of the office
- Other duties as assigned

Reports to: Patti Knapp, Business & Development Director & Grace VanderVeer, Volunteer & Education Manager