

**Tamara C. Williams**  
Executive Director

**Roberta Gasbarre**  
Artistic Director

WASHINGTON  
**REVELS**  
Community. Tradition. Celebration!

**Elizabeth Anne Fulford**  
Music Director

**Andrea Jones Blackford**  
Associate Artistic Director

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## ADMINISTRATIVE & PRODUCTION INTERNSHIP OPPORTUNITY

Washington Revels' Mission: Washington Revels uses performance, education, and community engagement to revive, sustain, expand, and celebrate cultural traditions — in music, dance, storytelling, and drama — that bind people together in spirit and joy. We strive to illustrate the world's common humanity, connecting all people in a community that stretches across ethnic, cultural, and religious divisions, and through time.

We are seeking administrative and production assistant interns to help with office administrative tasks and community events, with an opportunity to gain behind-the-scenes experience in *Christmas Revels*, a large-scale theatrical production happening each December in Washington, D.C.

Washington Revels welcomes all applicants, and does not discriminate on the basis of race, color, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national or ethnic origin or identity, genetic information, political or religious opinion or affiliation, family responsibilities, or any other characteristic protected by law.

### FUNCTIONS:

#### 1) Administrative Operations:

- Assist the Business and Office Manager with basic administrative tasks, such as answering phones, tracking inventory, printing documents such as sheet music, scripts and fliers, ordering supplies, and other tasks as assigned

#### 2) Production Operations:

- Assist the Production Manager with needs for events, such as pulling props, coordinating with volunteers, and being at select community events to assist. You may also be asked to assist with front of house duties, such as merchandise and box office needs, as well as managing runners for Christmas Revels administrative tasks, such as tracking inventory, printing documents such as sheet music, scripts, ordering supplies, and other tasks as needed

### PREFERRED EXPERIENCE:

- A desire to work and learn in an arts-based nonprofit setting
- Skills and knowledge in: communication, writing, time management, problem-solving, IT/technology, online systems
- Must be detail-oriented, self-directed and prepared to work in a challenging, changing environment

### WORK TECHNOLOGY:

This position operates in a professional office environment with an all-MAC IT system, Dropbox cloud storage, Google suite, QuickBooks Online, an integrated ticketing and CRM platform.

### WORKPLACE and HOURS:

This is 1-2 day a week internship position to earn SSL hours for Montgomery County High School students.

For college students looking to build their resume, we are able to offer **\$15/hr for up to 20hrs/week**.

### TO APPLY:

Submit your resume and cover letter to [jobs@revelsdc.org](mailto:jobs@revelsdc.org) or mail to P.O. Box 665, Glen Echo, MD 20812.

