Artistic Programs & Creative Media Intern

Salary: Artistic Programs Intern will be given a monthly stipend of $1600 plus a travel stipend of $100

Employment Terms: Minimum of 20 hours per week in person in-office. Interns are also required to complete a minimum of one shift per week in the Mobile Art Gallery or at off-site installations. Evening hours and weekend hours are required

Work Location: CulturalDC Offices in NW Washington, DC; Program Locations across DC

Reports to: Programs Engagement Coordinator [View Full Staff]

About Organization: CulturalDC supports innovative artists across all disciplines and makes their work accessible to diverse audiences. We provide unconventional space for relevant and challenging work that is essential to nurturing vibrant urban communities.

CulturalDC, a non-profit established in 1998, has three main initiatives: Mobile Arts Program, Source Theatre, and Artspace Development. The Mobile Arts Program consists of the Mobile Art Gallery, a shipping container turned moveable artspace, and vacant space activations. We own and operate Source Theatre on 14th St NW that is a multidisciplinary arts center. Through our Artspace Development consulting, we work with commercial real estate developers to ensure artists have access to affordable spaces for living and working in the Washington, D.C. metropolitan area.

Position Summary
CulturalDC is currently seeking qualified candidates for a 3–6-month Artistic Programs & Creative Media Internship.

CulturalDC’s internship offers the opportunity to work for and gain experience with an established arts organization in the DC area. The Artistic Programs Intern will have the opportunity to gain first-hand experience bringing Mobile Arts programming to fruition. The intern will work closely with staff and CulturalDC artists, on upcoming programs, assisting with project logistics, exhibition install/deinstall, and digital storytelling.

Upcoming Mobile Arts Programs

David Jeremiah: FOGA (July-August 2022)

Ben Levine & Heidi Latsky: SOLO FLIGHT (September 2022) - A series of public projections; short films; a collection of “moving portraits”

Torrents (October 2022), a 3-day, multi-disciplinary anti-conference, brings together Black creators exploring new territory in the fields of sound, film, coding, language, performance, visual art, architecture, design, and new media. The series consists of artist talks, study sessions, group discussions, screenings, and site-specific performances, where interdisciplinary collaboration is sparked through peer-to-peer cultural exchange. Through joint practice and conversation, artists work in segments to develop ideas, using methods of improvisation, meditation, testimony and dialogue.
What You’ll Be Doing

- Assist with the planning and execution of Mobile Arts programs
- Assist with the development of digital content for CulturalDC website and social media
- Support program specific public engagement efforts
- Contribute to at least one larger-scale departmental project over the course of the internship, to be assigned by department director in line with departmental needs and with intern’s skills, experience, and areas of academic/professional focus
- Assist with on-site exhibition management
- Attend weekly meetings relevant to specific programs and departments

What We’re Looking For:

Must Haves:

- Knowledge and interest in contemporary visual, performing arts, and arts administration
- Demonstrated experience and/or education within the field (ex: studio or production assistant; art handling and/or installation, gallery experience; and arts management)
- Outstanding written and oral communication skills
- Interest in new media & digital storytelling
- Commitment to anti-racism and anti-oppression in the workplace
- Ability to work remotely and in-person
- Received the COVID vaccination by start date (due to public facing programming)
- Evening and weekend availability
- Access to transportation
- Demonstrated experience interacting with and educating the public (ex: customer service or sales; museum docent or theatre usher)

Good to Haves:

- Proficiency with Adobe Creative Suite, graphic design experience is a plus but not necessary
- Experience designing and writing newsletters
- Experience at a non-profit arts organization
- Understanding of Washington, DC, and its arts community

How to Apply:

- Send resume and cover letter as attachments to info@culturaldc.org with the subject line “Artistic Programs & Creative Media Intern”