

## Internships for Summer 2012

### About the Workhouse:

The Workhouse Arts Center, a project of The Lorton Arts Foundation (LAF), is an interesting and exciting center for history, arts and education. The historic buildings were once part of the DC Workhouse and Reformatory. After the Lorton Correctional Complex closed in 2001, 2324 acres were sold to Fairfax County, Virginia. The County undertook a comprehensive adaptive re-use study for this prime location. In 2002 LAF put forward a plan to transform the former prison facility into a cultural arts center and, in July 2004, the Fairfax County Board of Supervisors approved the rezoning of a 55-acre portion of the former correctional facility to become the Workhouse Arts Center. In 2005, the site was nominated to the National Register of Historic Places. After several years of planning, adaptive reuse and rehabilitation of the historic buildings, the Workhouse Arts Center opened to the public in September 2008.

The Workhouse currently consists of eight (8) artist studio buildings, the main gallery and the newly opened Youth Arts Center. The Workhouse Arts Center supports more than 100 professional and emerging artists, providing them affordable studios and galleries in which to exhibit their work. As opposed to most passive arts experiences, visitors are encouraged to interact with the artists when they visit. In addition to visual arts, the Workhouse Arts Center is home to performing arts, including the Studio 3 Theatre for Young Audiences, Workhouse Theatre, the Workhouse Film Institute, musical and dance performances. The Workhouse Institute supports both the visual and performing arts, offering over 150 classes and workshops each quarter, in a broad spectrum of art disciplines.

Future plans for the Workhouse include a 900-person Event Center, a 1000-seat amphitheater, 300-seat Workhouse Theatre, restaurants, apartments, Music Barn and garden/horticultural area. Several other buildings on the site, yet to be renovated, may provide for other activities such as a Visitor's Center, a blacksmith shop, theatre scene shops and rehearsal space, among other possibilities.

### **The mission of LAF is to:**

- *Renovate, adaptively reuse and preserve the historic structures of the former Workhouse correctional facility.*
- *Create and grow an arts center and community that fosters a diverse offering of arts, arts education, and social and entertainment experiences for people of all ages.*

### **Workhouse Arts Center Vision:**

Leverage the architectural heritage of the former Workhouse correctional facility by transforming it into a unique arts center that provides visual and performing arts, arts education and entertainment for the community-at-large.



**Comments from past interns:**

*"Interning at the Workhouse has given me invaluable experience and insight into the inner workings of a growing arts organization, not to mention one that offers so much...the Workhouse staff is creative and determined to make the Workhouse the best that it can be. It has been an experience that will always be valued and never forgotten."*

~Sarah Bracken, Shenandoah University

*"When I started looking for summer internships, I was having trouble finding a position that would satisfy my interests in public relations and the arts until I came across the Workhouse. The renovated dormitories were full of creative expression and imagination, while the Quad that separates the buildings is a spacious breath of inspiration. I accepted the summer internship and, after my first week of work in community relations, I am delighted that I did."*

~Amanda O'Brien, Radford University

We are currently offering internships for summer 2012 in the following areas:

Community Relations

Development

Marketing and Public Relations

Performing Arts Programming

Performing Arts Technical

Visual Arts

Workhouse Institute

**Applications:**

To apply, please provide a current resume and cover letter describing why you want to be an intern at the Lorton Arts Foundation to Andrea Cordray at [andracordray@lortonarts.org](mailto:andracordray@lortonarts.org) or by mail at Lorton Arts Foundation, 9601 Ox Road, Lorton, Virginia 22079.

## ***COMMUNITY RELATIONS INTERNSHIP***

### **Internship Description:**

The Community Relations (CR) Department is looking for interns to work with the Director of Community Relations on Workhouse Arts Center outreach initiatives. Outreach initiatives include but are not limited to: public presentations and Workhouse exhibits at community meetings, trade shows and festivals; relationship building with members of regional civic groups, neighborhood Home Owners Associations and other cultural attractions in the region; and visioning and executing community-focused events to be held on the Workhouse campus. The CR interns will possess a professional manner, strong interpersonal skills, excellent writing and editing skills, comfortable and effective at working on multiple projects, and flexible to changes as time sensitive projects come forward. The ideal candidate for this position is able to work in a team environment and able to work independently with minimal supervision.

### **Responsibilities:**

- Participation in relations with community groups including meeting attendance, researching the groups initiatives, corresponding with group leaders.
- Representation of the Workhouse Arts Center through community outreach to include attendance at chamber meetings/events, Workhouse special events and community presentations.
- Research projects to strengthen and expand community outreach efforts
- Workhouse Volunteer Program management.
- Workhouse Affiliate registration processing, correspondence, recognition and promotion.
- Volunteer and guided tour management.
- Proofreading, editing and possibly writing for the quarterly magazine.
- Other tasks as assigned during internship.

### **Qualifications:**

- Must be currently enrolled at an accredited college or university for the upcoming semester.
- Interest or experience in public relations, communications, arts or events management, nonprofit management or other related fields (preferred but not required).
- Working knowledge of Microsoft Office programs.
- Strong organizational skills and attention to detail, responsible, dependable and a team player.

**Reports to: Director of Community Relations**

## ***DEVELOPMENT INTERNSHIP***

### **Internship Description:**

Development interns should be industrious, organized, possess excellent verbal and written communication skills and be willing to do whatever is needed to get the job done! The ideal candidate for this position is able to work in a team environment as well as independently with minimal supervision. He/she will support the Development Department, working on projects that range from planning, organizing and executing fundraising events; researching prospective funders and donors; developing draft proposals to foundations and corporations; and, working to update and upgrade the relationship database. This is a great learning opportunity for someone who is interested in the development industry or nonprofit management and leadership.

### **Responsibilities:**

- Develop and plan the Lorton Arts Foundation Golf Tournament.
- Research of foundations and corporations for prospective funding requests.
- Develop draft proposals for funding to foundations and corporations.
- Database management and clean-up.

### **Qualifications:**

- Must be currently enrolled at an accredited college or university for the upcoming semester.
- Interest or experience in public relations, marketing, journalism, communications, arts or events management, or other related fields (preferred but not required).
- Working knowledge of Microsoft Office programs and Internet research.
- Strong organizational skills and attention to detail, responsible, dependable and a team player.

**Reports to: Director of Development**

## ***MARKETING AND PUBLIC RELATIONS INTERNSHIP***

### **Internship Description:**

Marketing and public relations interns should be energetic, enthusiastic, organized and possess excellent verbal and written communication skills. The ideal candidate for this position is able to work in a team environment as well as independently with minimal supervision. He/she will support the Marketing Department, consisting of the Marketing Director and Public Relations Associate. Projects range from helping to plan, organize and execute marketing projects and materials for the Workhouse Arts Center to maintaining press binders and helping with LAF events and artist receptions. This is a great learning opportunity for someone who is interested in the marketing, public relations or arts industry.

### **Responsibilities:**

- Assist with online calendar submissions and distribute marketing collateral to promote upcoming LAF events and art exhibitions.
- Create and maintain contact sheets for LAF/Workhouse.
- Write press releases and pitch ideas to media.
- Track and manage press coverage binders and files.
- Assist with the planning, layout, editing and execution of quarterly magazine.
- Provide support to LAF events including the set up, supervision of volunteers and break down post-event.
- Assist with additional general office needs.

### **Qualifications:**

- Must be currently enrolled at an accredited college or university for the upcoming semester.
- Interest or experience in public relations, marketing, journalism, communications, arts or events management, or other related fields (preferred but not required).
- Working knowledge of Microsoft Office programs.
- Strong organizational skills and attention to detail, responsible, dependable and a team player.

**Reports to: Director of Marketing**

## ***PERFORMING ARTS PROGRAMMING ASSISTANT INTERNSHIP***

### **Internship Description:**

Performing Arts Assistant interns should be creative-minded, enthusiastic and organized, possessing excellent communication skills with team members, visiting performing artists and potential sponsors. The ideal candidate will be able to work independently with a minimum of supervision, and have a cursory knowledge of performing arts production (music, dance, film and/or theatre). The intern will support logistics, promotion, planning, and audience development for performing arts events at the Workhouse, with a variety of projects of different scale (from film screenings to multi-discipline special events).

### **Responsibilities:**

- Assist with program planning and logistics for performing artists.
- Work closely with Performing Arts staff to ensure pre-production needs are being met and are matched to the production timeline.
- Assist with creative promotion, identifying and establishing communication with targeted groups, organizations and individuals appropriate to each project.
- Availability to assist on weekends and evenings – schedule is flexible.
- Occasional related office duties and organization in preparation for an event.

### **Qualifications:**

- Must be currently enrolled and attending an accredited college or university during the upcoming semester.
- Interest or experience in arts or events management, public relations, marketing, or other related fields.
- Organized and dependable, with a creative mind.
- Working knowledge of Microsoft Office programs.
- Excellent communication skills with a personal touch, good people skills (telephone or in person) are a must for the ideal candidate.

**Reports to: Director of Performing Arts**

## ***PERFORMING ARTS TECHNICAL ASSISTANT INTERNSHIP***

### **Internship Description:**

Performing Arts Technical Assistant interns should be creative-minded, enthusiastic and organized, possessing excellent communication skills with team members and visiting performing artists. The ideal candidate will have a cursory knowledge of performing arts production (music, dance, film and/or theatre) and related skills in working on technical production needs. The intern will support technical planning and execution for performing arts events at the Workhouse with a variety of projects of different scale (from film screenings to multi-discipline special events).

### **Responsibilities:**

- Assist with production planning for performing artists.
- Work closely with Performing Arts staff to ensure pre-production needs are being met and are matched to the production timeline.
- Assist with creative problem solving covering a broad range of technical needs for visiting artists and special performing arts events at the Workhouse.
- Availability to assist on weekends and evenings – schedule is flexible.
- Occasional related office duties and organization in preparation for an event.

### **Qualifications:**

- Must be currently enrolled and attending an accredited college or university during the upcoming semester.
- Interest or experience in theater arts, performance production, events management, or other related fields.
- Preferred technical background in hanging/focusing lights; constructing scenery; general knowledge of theater lighting systems and carpentry; and general stage management responsibilities.
- Organized and dependable, with a creative mind.
- Working knowledge of Microsoft Office programs.
- Excellent communication skills with a personal touch, good people skills (telephone or in person) are a must for the ideal candidate.

**Reports to: Director of Performing Arts**

## ***VISUAL ARTS INTERNSHIP***

### **Internship Description:**

A Visual Arts department intern will work directly under the Director of Visual Arts and the Curator. The intern must be willing to be very hands on and get a little dirty! An ideal candidate would have an art or art history background, and prior gallery knowledge is a plus. The ability to work in a team setting and individually is necessary. Bachelors degree or higher preferred in a related field.

### **Responsibilities:**

- Assist in installing, de-installing, and prepping the gallery space for incoming exhibitions
  - Exhibition Installation – Assist in the receiving and installation all artwork coming in for exhibitions with absolute care. Catalog art pieces that have come in for exhibition. Create labels, signage, etc.
  - Completion of Exhibitions – Ensure work is taken down properly after the exhibition and returned. Assist in prepping gallery space for incoming show.
  - Workhouse Associate Artists (WAA) Exhibition Support – Supervise the delivery and hanging of WAA (Workhouse Artists Association) exhibitions. Create signage and labels.
- Assist in adding to our target marketing
- In charge of Monthly Artist News letter
- Reception and Second Saturday assistance
- Gallery Appearance – Create a professional atmosphere throughout the Gallery spaces. Ensure that things are organized and tidy.

### **Qualifications:**

- Excellent writing and communication skills
- Art handling and cataloging skills
- Prime Software – Microsoft (Outlook, Excel, Word), Adobe Acrobat
- Some knowledge of Adobe Creative Suite a plus

**Reports to: Director of Visual Arts**

## ***WORKHOUSE INSTITUTE INTERNSHIP***

### **Internship Description:**

Workhouse Institute interns should be energetic, enthusiastic, organized and possess excellent verbal and written communication skills. The ideal candidate for this position is able to work in a team environment as well as independently with minimal supervision. He/she will support the Department of Education and report directly to the Director of Education. Projects range from administrative tasks such as registering students for classes and workshops, answering phone calls in relation to classes, assisting students navigating our online reservation software as well as assisting in educational events such as the Workhouse Institute Open House. This is a great learning opportunity for someone who is interested in the marketing, public relations or arts industry.

### **Responsibilities:**

- Register students for classes/workshops and other ticketed events via phone, email, mail and in person utilizing special registration software (Outbound).
- Provide staff, instructors, and students with updates on class status.
- Assist students with navigating online registration.
- Track and manage press coverage binders and files.
- Prepare daily reconciliation reports.
- Assist in ticketed box office related events.
- Assist in special educational events as instructor to staff liaison.

### **Qualifications:**

- Must be currently enrolled at an accredited college or university for the upcoming semester.
- Working knowledge of Microsoft Office programs.
- Must be a sociable and “people” person, as he/she will be working with people on a daily basis.
- Strong organizational skills and attention to detail, responsible, dependable and a team player.
- Must have excellent interpersonal skills to be able to work as a mediator between the management, customers, and Workhouse staff.
- Must work well under pressure and keep a cool, calm, and collected demeanor when dealing with customers, management and instructors.

**Reports to: Director of Education**