



### Internship Description

Washington Studio School (WSS) seeks a Communications and Development Intern interested in social media, public relations, writing, and Washington DC's arts and cultural community.

The intern will work directly with the Managing Director, and collaborate with staff in preparing social media posts, preparing press or donor kits, providing administrative support and promoting programs and events. Interns have the opportunity to support the WSS staff during events, including setup and hosting visitors. Excellent organization and writing skills are required. Knowledge of art history and the DC arts and cultural landscape are helpful. The intern should be interested in non-profit administration, with strong attention to detail and communication skills.

Interns volunteer their time to gain first-hand experience in the administrative and programming of a non-profit arts organization. **Interns may be college or graduate/post-graduate students or recent graduates who are looking to establish a career path in the arts.**

**Interns are required to commit a minimum of 10 hours per week. This is not a paid position.**

**To apply please send the following to Laila Abdul-Hadi Jadallah, Managing Director at [laila@washingtonstudioschool.org](mailto:laila@washingtonstudioschool.org):**

- **Cover letter stating the reason for applying and what the applicant hopes to gain from the internship experience**
- **CV or résumé**
- **One reference**
- **A list of relevant coursework (if you are currently a student)**