



**WASHINGTON  
PERFORMING ARTS**

We make it happen

**Organizational Position Description**

**Position Title: Programming and Production Coordinator**

**GENERAL INFORMATION**

**WPA Payroll Title: Coordinator**

**Department: Programming**

**Title of Immediate Supervisor: Director of Programming**

**Best Consideration Date: December 11, 2020**

**Closing Date: Position Open Until Filled**

**Salary Range: \$45,000- \$50,000 per year (Full-time, Exempt)**

**About Washington Performing Arts:**

One of the most established and honored performing arts institutions in America, Washington Performing Arts has engaged for more than half a century with artists, audiences, students, and civic life. The city is truly our stage: in venues ranging from concert halls and clubs to public parks, we present a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, jazz, international genres, and dance.

Washington Performing Arts deeply values its partnerships with local organizations and other arts institutions. Through events in myriad performance venues and neighborhoods, Washington Performing Arts engages international visiting artists in community programs and introduces local artists to wider audiences. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through residencies and education programs.

Our achievements have been recognized with a National Medal of Arts and with three Mayor's Arts Awards from the D.C. Government. We have now embarked upon our second half-century, ever-inspired by the motto of our founder, Patrick Hayes: "Everybody in, nobody out."

Washington Performing Arts' employment decisions are made based on the business needs of the organization and qualifications of the applicants and employees.

**Organizational Diversity:**

Washington Performing Arts prizes the diversity of the organization at every level—from programmatic content to composition of its board and staff—and is continually striving to better diversify its staff.



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### **Diversity Statement**

Washington Performing Arts subscribes to a policy of Equal Employment Opportunity, and will not discriminate against any employee or applicant because of race, age, sex, color, sexual orientation, physical or mental disability, protected veteran status, religion, ancestry or national origin, marital status, genetic information, political affiliation, and gender identity or expression. In addition, the District of Columbia adds protection for marital status, personal appearance, sexual orientation, family responsibilities, matriculation, or political affiliation. Minorities, Women, Protected Veterans and Individuals with Disabilities are encouraged to apply.

### **POSITION INFORMATION**

#### **Position Summary/Purpose:**

The Programming and Production Coordinator coordinates multiple operational and programmatic elements of the Programming department. The Coordinator organizes the internal creating, routing, and editing of all Washington Performing Arts artists, co-presentations, and venue contracts for departmental contracts and other departments as assigned. The Coordinator also facilitates payment requests in a timely manner for all artists, management companies, hotels, catering, and show settlements. In addition, the Coordinator also oversees all licensing needs for live and digital content across the organization, and provides general administrative support to the Programming department.

The Programming and Production Coordinator will work in tandem with Programming departmental colleagues to plan, coordinate, staff on-site, and execute performances according to artist's contracts and riders and is specifically responsible for coordinating artist's hospitality and catering needs, artist's travel, local transportation, and hotel accommodations. This position will also provide support to Mars Arts DC, Education, and Advancement events as assigned, in particular Music in the Country.

#### **Essential Duty #1: Contracting/Compliance/Licensing**

**Percentage: 35%**

- Oversee and create contracts, addenda, and letters-of-agreement for presented artists and guest artists, mark-up contracts originating outside the organization, for the Programming department and also for Mars Arts DC and gospel programs, as assigned.
- Oversee and create contracts and addenda for co-presentations, venue agreements, and contracted assistants (i.e., page turners, ASL interpreters), mark-up contracts and artist riders originating outside the organization, for the Programming department and also for Mars Arts DC and gospel programs, as assigned.
- Conduct contract and letter-of-agreement routing, editing, delivery and distribution
- Serve as one of the programming staff team members evaluating contracts
- Maintain the status of each letter of agreement and contract within database
- Maintain contract-information summaries in database (i.e., lists of limits on comps, visa requirements, advance payments, approvals, and credit language)
- Oversee all licensing needs, costs, relationships, and protocols for live and digital content with the appropriate music publishers



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**Essential Duty #2: Artist's Scheduling & Management**

**Percentage: 30%**

- Coordinate hospitality and catering needs for each artist as required by final artist rider and in compliance with local health guidelines
- Arrange travel for artists including local transportation and lodging arrangements
- Act as a point of contact for artists during assigned performances including Education, Mars Arts DC, and Advancement events. Must have weekday, evening, and full weekend availability.
- Meet and greet artists upon arrival and departure, manage artist's schedule and needs throughout the day, and serve as one of Washington Performing Arts liaison staff members for artists.
- Serve as a primary on-site Washington Performing Arts staff person for artists and venues as assigned, as an interface between venue personnel, technical vendors, and Washington Performing Arts artists and staff
- Work collaboratively with Supervising Producer and Director of Programming on overall artist and production schedules
- Coordinate and apply for visas for all international artists as required
- Coordinate receipt of IRS tax forms from artists
- Coordinate artist's schedule and act as production contact for assigned Advancement and Education events

**Essential Duty #3: Administrative**

**Percentage: 25%**

- Prepare and maintain production and program-related records, financial reports, and other reports related to performances and programming projects
- Maintain up-to-date knowledge of current visa/tax withholding laws and treaties
- Prepare and obtain approval for check requests as required for artists, management companies, lodging and catering invoices, guest artists, production vendors, and show settlements. Assist in tracking production and program-related payments
- Operate within Washington Performing Arts-approved budget. Provide estimates for artist hospitality, transportation, and housing expenses as requested
- Manage BMI, ASCAP, and SESAC royalties, and additional publishing licenses, for live and digital events, logging programs and encores for each performance, submitting quarterly reports, and preparing check requests as required
- Hire, train, and supervise departmental intern

**Essential Duty #4: Shared organizational duties**

**Percentage: 10%**

- Participate in organizational equity efforts
- Supervise Programming Intern (as assigned)
- Budget duties as assigned and as listed above
- Open communication with all levels of staff



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- Active participation in organizational shift to digital formats (including but not limited to licensing implications, content, etc.)

**Supervisory Responsibility:** Programming Intern (as assigned)  
**Number of Direct Reports:** N/A  
**Names and Functional Titles of Direct Reports:** N/A

**Minimum Qualifications:**

- Undergraduate degree or equivalent experience related to the arts, with at least two years professional experience
- Experience in event management and contract administration
- Experience working with artists, donors, and agents/managers a plus
- Proficiency in Microsoft Office Suite, Google Suite, social media platforms
- Weekday, evening, and full weekend work required in conjunction with Washington Performing Arts performances and events
- Have valid driver's license with safe driving record, and personal vehicle

**Essential Capabilities & Preferences**

- Ability to multi-task
- Willingness to take on a variety of administrative tasks and responsibilities
- Excellent time management and prioritization skills
- Strong written and verbal communication skills
- Strong attention to detail
- Ability to think and act quickly in high-pressure environments
- Knowledge of basic livestream functions

**Specific Conditions of Work**

- In-person staffing of performances
- General office environment
- Ability to lift and carry at least 30 pounds
- Local travel
- Occasional weekend and evening work

Benefits: Washington Performing Arts offers a generous benefits package including Health, Dental, Life & LTD, 403(b) retirement savings, and paid Vacation and Sick time.

**How to Apply:**

Send cover letter and resume to [hr@washingtonperformingarts.org](mailto:hr@washingtonperformingarts.org) with position title in subject line. For best consideration, please send applications by **December 11, 2020**.

***Please note: Applications without a cover letter will not be considered.***