

Organizational Position Description

Position Title: Education & Community Program Manager

GENERAL INFORMATION

WPA Payroll Title: Education & Community Program Manager

Department: Education & Community Engagement

Title of Immediate Supervisor: Assistant Director of Education

Hours: Full Time, Exempt

Pay Range: \$50,000- \$55,000 per year

Best Consideration Date: June 27, 2021

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."

Organizational Diversity & Inclusion:

In keeping with our mission and guiding principles, we seek, represent, and welcome a multiplicity of voices in everything we do from programmatic content to composition of our board and staff. Accordingly, we seek to build a team that reflects — and meets the needs of — the community we are part of, and serve. While we have made important progress, we continue to pursue that goal through intentional, focused learning and action. Hiring a diverse workforce is but one component — we strive to make Washington Performing Arts ever more inclusive, and true to our founder's ethos of "everybody in, nobody out." To gain the maximum benefit from our increasingly diverse team, we wish to make every employee feel welcome and motivated to do their best work. We know that we work better together in service of Washington Performing Arts's mission, because of our differences, not despite them.

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

POSITION INFORMATION

Position Summary/Purpose:

The Education & Community Program Manager will be an integral part of the five-person Education & Community Engagement Team, working collaboratively to deliver a broad range of programming that serves unique needs in our community while aligning to the mission, vision, and values of Washington Performing Arts.

The Education & Community Program Manager will manage and implement Washington Performing Arts' arts education and community engagement programs, including Capital Arts Partnerships, Concerts In Schools, In-School Artist Residencies, Enriching Experiences for Seniors, Feder String Competition and Misbin Chamber Music Competition (a partnership with Levine Music), and other initiatives as assigned. This position will also assist with other education & community engagement programs as needed, especially in regard to Teaching Artist engagement, including but not limited to: DC Keys, DCPS Honor Ensembles, Embassy Adoption Program, and Family Art Moments (FAM).

The Education & Community Program Manager will serve as a primary point of contact for teachers, administrators, organizational partners, and Teaching Artists. They also assist with the department's external communication efforts as well as data collection and reporting.

Essential Duty #1: Program Management **Percentage: 50%**

- Maintain strategic implementation and logistics of assigned education programs, continually assessing and refining the programs to reflect the mission of Washington Performing Arts and focus on goals and outcomes identified by program constituents, including DC area schools, educators, and students. Strategic implementation and program logistics include but are not limited to:
 - Program implementation
 - Program documentation
 - Program communications
 - Program assessment (including developing and implementing evaluation tools)
 - On-site program management as needed
 - Soliciting and managing volunteers
 - Statistical tracking and reporting
 - Manage external inquiries regarding education and community partnership work.

- Assist in organizational messaging working in conjunction with the Communications and Creative Media Team.
- Assist in data collection and reporting, working in conjunction with the Advancement Team.
- Recruit for programs through social media, email, personal phone calls, working with partners, on-site visits, and other methods
- Manage education and community contacts in the Tessitura database.
- Track expenses for assigned programs and provide budget updates as requested
- Serve as WPA on-site staff representative for Washington Performing Arts events as needed.
- Perform other duties as requested or assigned

Essential Duty #2: Relationship Building

Percentage: 30%

- Identify, cultivate, and maintain ongoing relationships with the Education Team’s portfolio of Teaching Artists, organizational partners, teachers & administrators, etc.
- Serve as liaison and point of contact with program constituents and community partners.
- Participate in internal and external meetings as a representative of Washington Performing Arts.
- Engage and/or cultivate working relationships with Washington Performing Arts Board, Junior Board, and Women’s Committee members to advance and support ongoing programs.

Essential Duty #3: Teaching Artist Engagement and Professional Development

Percentage: 20%

- Identify and train Teaching Artists to work within Washington Performing Arts programs, in conjunction with other members of the Education team
- Create regular opportunities for the Teaching Artist cohort to connect as a professional learning community.
- Facilitate annual Teaching Artist contracting process and monthly payment requests.
- Conduct formal observations of Washington Performing Arts Teaching Artists in school, virtual, and community settings.
- Provide feedback to Teaching Artists to refine the delivery and content of their programs, as needed.
- Assess the professional development needs of the Washington Performing Arts Teaching Artists and, working with the Assistant Director Education, coordinate and deliver at least two professional development sessions a year on topics that are relevant to the field and/or educational practice.

Supervisory Responsibility: N/A

Number of Direct Reports: N/A

Names and Functional Titles of Direct Reports: N/A

Minimum Qualifications:

- Bachelor's Degree
- Four years of professional experience; preferably with a non-profit and/or arts education environment
- Experience working with artists, educators, schools systems, and/or community groups
- Proven track record of project management and relationship/consensus-building experience

Essential Capabilities & Preferences

- Familiarity with a wide variety of art forms; music background preferred
- Specialization and/or background in one or more of the following:
 - Special education and/or inclusive practices
 - Curriculum development
 - Assessment and evaluation
 - Adult education/professional development
- Efficient and proactive organization
- Strong administrative and logistical skills
- Familiarity with Microsoft Office Suite, Google Suite or other business applications
- Persuasive communication and presentation skills
- Budget administration experience

Specific Conditions of Work

- General office environment
- Ability to lift 20 lbs. from time to time
- Occasional work in schools, churches, performance venues, and event venues
- Some morning, evening, and weekend work required
- Office work conducted remotely during COVID-19 Pandemic
- Adherence to all federal, local, and site specific COVID-19 measures when in person

Benefits: Washington Performing Arts offers a generous benefits package including Health, Dental, Life & Long-Term Disability Insurance, 403(b) Retirement Savings plan, and paid Holiday, Vacation, Sick, and Personal time off.

How to Apply:

- Send cover letter and resume (in attachment format) to hr@washingtonperformingarts.org with position title in subject line.
- For best consideration, please send applications by **June 27, 2021**

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