

Organizational Position Description

Position Title: Education Partnerships Manager

GENERAL INFORMATION

Washington Performing Arts Payroll Title: Education Partnerships Manager

Department: Education & Community Engagement

Title of Immediate Supervisor: Director of Education & Community Engagement

Hours: Full Time, Exempt

Pay Range: \$60,000

Best Consideration Date: September 9, 2022

ABOUT WASHINGTON PERFORMING ARTS

<https://www.washingtonperformingarts.org/aboutus/index>

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: for decades, in venues ranging from concert halls and clubs to public parks, we have presented a tremendous range of artists and art forms, from the most distinguished symphony orchestras to both renowned and emerging artists in classical music, gospel music, jazz, culturally-specific genres, dance, and more. We also have an ever-expanding artistic and educational presence on the internet, envisioning ongoing opportunities for online connection and community.

Washington Performing Arts deeply values its partnerships with local organizations and other arts institutions. Through events online and in myriad performance venues and neighborhoods, we engage international visiting artists in community programs and introduce 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 DC 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

Washington Performing Arts is committed to diversity, equity, inclusion, and access in all aspects of our work. 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 the 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 guiding 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' 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. Washington Performing Arts' employment decisions are made based on the needs of the organization and qualifications of the applicants and employees.

POSITION INFORMATION

The Education Partnerships Manager is a unique role combining knowledge of and skills in arts education, cultural diplomacy, and mentorship, to deliver a broad range of programming that serves unique needs in our community and is aligned with the mission, vision, and values of Washington Performing Arts.

An integral part of the five-person Education & Community Engagement Team, whose programs center diversity, equity, and inclusion, the Education Partnerships Manager will oversee all aspects of programs created and implemented in partnership with the DC Public School (DCPS) system, including the award-winning [Embassy Adoption Program \(EAP\)](#); [DC Keys](#); and the [DCPS Honor Ensemble program](#). In addition, the Education Partnerships Manager will oversee the programmatic aspects of Washington Performing Arts' **Internship Program**, matching young professionals with engaging positions in every department at Washington Performing Arts. The Education Partnerships Manager will serve as liaison and primary point-of-contact for district-wide curriculum-based partnership programs for the Education & Community Engagement Department. This position will also assist with other education & community engagement programs as needed and will be a key participant in the department's external communication efforts as well as case-making, data collection, and reporting.

A core function of this position is to develop and maintain positive, effective, and collaborative relationships with a diverse array of program constituents, including diplomats and global partners from the Washington, D.C. diplomatic community; DCPS administration, staff, and faculty; Teaching Artists, community partners, volunteers, and Washington Performing Arts colleagues and interns. We are looking for a colleague who can create welcoming environments for participation; will bring tact and diplomacy to their interactions, and is imaginative in the ways that our programs can be customized and adapted in unique situations.

This important staff position requires deep knowledge of cultural diplomacy, arts-related and/or global education-related curriculum design, instruction, and evaluation in order to develop engaging curricula, exciting performance opportunities, instructional best practices, effective professional development, and program assessments for Washington Performing Arts education programs, with primary focus on the Embassy Adoption Program, DC Keys, and DCPS Honor Ensembles. In addition, this position requires a creative outlook to assist interns in their professional skill-building and relationship development.

The Manager of Education Partnerships will report to the Director of Education & Community Engagement, and will work closely with other internal departments and staff, including Programming, Special Productions, Mars Arts DC, Advancement (fundraising), and Marketing, Communications & Creative Media.

Essential Duty #1: Partnership Program Management - EAP, DC Keys, Honor Ensembles, etc.

Percentage: 60%

- Maintain strategic implementation and logistics of assigned education partnership programs, continually assessing and refining the programs to reflect the mission of Washington Performing Arts, as well as the goals and outcomes identified by program partners and constituents (DC-area school staff and faculty, the diplomatic community, college and university programs, and students of all ages). Strategic implementation and program logistics include, but are not limited to:
 - Day-to-day program management
 - Program documentation
 - Program communications - in person and online through email, personal phone calls, on-site visits, and other methods
 - Program assessment (including developing and implementing evaluation tools)
 - On-site program management as needed
 - Soliciting, training, and managing volunteers, as needed
 - Statistical tracking and reporting
 - Manage external inquiries regarding education and community partnership work.
- Recruit key program participants (schools, embassies, artists, and volunteers)
- Supervise and manage activities of Cultural Diplomacy & Education Intern(s), as needed
- 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.
- Communicate about the programs through social media, email, partner collaboration, 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 Washington Performing Arts on-site staff representative for Washington Performing Arts events as needed.
- Perform other duties as requested or assigned

Essential Duty #2: Partner Engagement

Percentage: 20%

- Identify, cultivate, and maintain ongoing relationships with a diverse array of program constituents and partners, including:
 - Embassy staff and global representatives from the Washington, DC Diplomatic Community;
 - DCPS administration, staff, and faculty;

- Teaching Artists
- Community partners
- Volunteers
- Identify and train teaching artists/ensembles to work within Washington Performing Arts programs, including Embassy Adoption Program, DC Keys, and DCPS Honor Ensembles, 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: Washington Performing Arts' Internship Program Management
Percentage: 20%

- Oversee the programmatic aspects of Washington Performing Arts' year-round internship program, including but not limited to
 - Weekly intern meetings
 - Interim and final reviews
 - Networking events
- Create and implement policies and procedures for internship program in conjunction with Washington Performing Arts human resources administration
- Work directly with Washington Performing Arts human resources administration on personnel matters as related to internship program
 - Assist with the recruitment and hiring of interns by pairing qualified interns with various organizational departments on a seasonal/academic semester basis
 - Assist with external communication of the Washington Performing Arts internship program to ensure diverse constituency of partnering organizations that funnel into the program

Minimum Qualifications:

- Bachelor's Degree
- Four years of professional experience; preferably with a non-profit and/or arts education or cultural diplomacy environment
- Familiarity with a wide variety of art forms; music background preferred
- Experience working with artists, educators, schools systems, and/or community groups
- Proven track record of complex project management and relationship/consensus-building experience

Essential Capabilities & Preferences

- Specialization and/or background in one or more of the following:
 - Performing arts, arts education, or musicology
 - Global education, cultural diplomacy, or international relations
 - Curriculum development
 - Assessment and evaluation
 - Adult education/professional development
- Tact and diplomacy; approachable nature; sense of humor

- 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
- Ability to pass DCPS Clearance Process (includes Criminal Background Check, Child Protection Registry Check, Sex Offender Registry Check, and Mandatory Drug and Alcohol Testing)

Specific Conditions of Work

- General office environment
- Ability to lift 20 lbs. from time to time
- Availability to work non-standard hours (including early mornings, evenings, and weekends) as needed
- Occasional work in schools, churches, performance venues, and event venues
- Ability to work in Washington, D.C., office location (currently a minimum of two days per week in the office) and off-site (e.g., teleworking and at school events, concerts, and other events) on a regular basis, as needed
- Adherence to all federal, local, and site specific COVID-19 measures when in person
- Proof of COVID-19 vaccination required

Supervisory Responsibility: N/A

Number of Direct Reports: N/A

Names and Functional Titles of Direct Reports: N/A

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 **September 9, 2022**

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