

## Organizational Position Description

**Position Title: Manager of Choir Curriculum and Artistic Planning**

### GENERAL INFORMATION

**Washington Performing Arts Payroll Title: Manager of Choir Curriculum and Artistic Planning**

**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 Manager of Choir Curriculum and Artistic Planning** is a unique, creative administrative position that requires deep knowledge of gospel music, passion for arts education, and strategic thinking to advance the programmatic work of Washington Performing Arts's resident ensembles, the Children of the Gospel Choir (COTG) and Men & Women of the Gospel Choir (MWOTG).

A vital part of a five-person Education & Community Engagement Team, this role works closely with our ensembles' Artistic Directors to support, amplify, and deliver a broad range of programming that both serves the unique needs in our community and is aligned to the mission, vision, and values of Washington Performing Arts.

The Manager of Choir Curriculum and Artistic Planning will oversee the implementation of a comprehensive vocal training curriculum for the Choirs, collaborate with the artistic faculty to create and refine ongoing program and performance plans, and manage the day-to-day content aspects of rehearsals, workshops, retreats, projects, and productions. The Manager of Choir Curriculum and Artistic Planning will serve as liaison and primary point-of-contact for artistic collaborators, artistic faculty, parents, and community members to advance partnership and performance opportunities for the choirs. 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.

This is an exciting time to join the Washington Performing Arts gospel choir team as we begin celebrating the Men, Women & Children of the Gospel Choirs' 30th anniversaries during the 2022/23 season. This role will be integral to the planning and presentation of milestone events, celebratory concerts, and special productions throughout the season to showcase the rich history, artistic legacy, and future-facing work of these inspiring ensembles.

We are looking for someone with a creative mindset, good sense of humor, and experience within the African American/choral music tradition, vocal pedagogy, arts education, concert production, and/or non-profit world. The strongest candidates will have an entrepreneurial spirit, good judgment, and proven project management and collaboration skills to work alongside Washington Performing Arts colleagues to build upon the existing and emerging programming of the choirs, recruit new members, and amplify our Choir's 30+ year history of inspired arts programming on stage, in the classroom, and in the community.

**Essential Duty #1: Gospel Choir Program Management****Percentage: 40%**

- Implement the programmatic aspects of Washington Performing Arts's Gospel Choir programs, including but not limited to:
  - Day-to-day program management, including scheduled rehearsals, workshops, retreats, performances, and projects)
  - Program documentation - written, photo/video, etc.
  - 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 choir participation and/or partnership work.
- Serve as liaison and point of contact with program constituents, including choir members, caregivers, faculty, collaborators, artists, and community partners
- Manage annual scholarship opportunities for members of Children of the Gospel Choir
  - Charlotte Schlosberg Vocal Scholarships
  - The Reggie Award
  - Others, as available

**Essential Duty #2: Curricular and Artistic Content Development****Percentage: 40%**

- Develop and implement strategies and methods to enhance Washington Performing Arts's comprehensive vocal music and gospel choir training program, including
  - gospel music history and cultural context,
  - musicianship classes (theory, sight singing, etc)
  - vocal coaching in multiple genres
  - movement and choreography
  - vocal and overall health
  - masterclass, performance, and presentation opportunities
  - rehearsal formats and processes
  - etc.
- Develop content, context, and programmatic materials for performance opportunities and productions, in response to and in collaboration with the Artistic and Music Directors, including:
  - annual concerts and original productions (*Living the Dream, Singing the Dream* and other Washington Performing Arts headline performances)
  - community events and performances
  - recording projects
  - panel discussions
  - commissioned works

- etc.
- With Artistic Directors and faculty, develop content for annual retreats, workshops, and projects that enhance music, team-building, and performance, and leadership skills for choir members
- Initiate and manage semi-annual audition and on-boarding process for both choirs
- Identify, cultivate, and maintain ongoing relationships with a diverse array of program constituents and partners
- Forge compelling and beneficial partnerships with other organizations and artists
- Implement an ongoing process to evaluate the choirs' training and performance programs and ensure that desired artistic and learning outcomes are being met
- Explore performance and touring opportunities for Washington Performing Arts's choirs, with a focus on self-produced creative content, collaborative presentations, and potential revenue opportunities
- Develop and implement a recruitment strategy to build the numbers, breadth, and depth of Washington Performing Arts's choirs

**Essential Duty #3: Interdepartmental and Organizational Engagement**  
**Percentage: 20%**

- 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
- Work collaboratively with the Programming and Production team to advance the choirs' artistic performances and production plans
- 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
- 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

**Supervisory Responsibility:** N/A  
**Number of Direct Reports:** N/A  
**Names and Functional Titles of Direct Reports:** N/A

**Minimum Qualifications:**

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

### 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:
  - African American/vocal/choral music, and/or ethnomusicology
  - Vocal Pedagogy
  - Curriculum development
  - Assessment and evaluation
  - Concert production, presentation, and/or touring
- 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
- Ability to pass DCPS (or similar) 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
- Availability to work non-standard hours (including mornings, evenings, and weekends) as needed
- Some 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
- Ability to lift 20 lbs. from time to time
- Adherence to all federal, local, and site specific COVID-19 measures when in person
- Proof of COVID-19 vaccination required

**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](mailto: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.***