



# WASHINGTON PERFORMING ARTS

We make it happen

## Organizational Position Description

**Position Title: Mars Arts D.C. Manager (Part-Time)**

### GENERAL INFORMATION

**Department: Special Productions & Initiatives**

**Title of Immediate Supervisor: Supervising Producer**

**Rate of Pay: \$26**

**Hours: Part-time, 20 hrs. per week, Non-Exempt**

**Best Consideration Date: Friday, March 24, 2023**

### POSITION INFORMATION

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

The Mars Arts D.C. Manager (Part-Time) role manages the day-to-day planning, communications, and coordination of Washington Performing Arts' signature community engagement program Mars Arts D.C. With funding from Mars Incorporated and Jacqueline Badger Mars, the Mars Arts D.C. program focuses on the engagement of the local community and local artists in Washington D.C. through unique partnerships, events, and presentations. The Mars Arts D.C. Manager (Part-Time) partners with all departments of Washington Performing Arts to plan and co-curate events, coordinate residences, and promote Mars Arts D.C. performances through the organization's channels. The Mars Arts D.C. Manager (Part-Time) reports to the Supervising Producer.

#### **Essential Duty #1: PROGRAMMING & PRODUCTION**

**Percentage: 50%**

- Partner with Supervising Producer on the development and implementation of Mars Arts D.C. events and other organizational digital and in-person initiatives.
- Planning, Artist and Consultant Contracting/Negotiations, and Event Administration of the following programs/projects:
  - Mars Arts D.C. Concert Series at Songbryd
  - Petalpalooza (National Cherry Blossom Festival)
  - Washington Performing Arts Gala
  - Mars Headquarters onsite programs
  - Other Mars Arts D.C. events and engagements as assigned
- Serve as curatorial partner together with Supervising Producer, CEO, Director of Programming, and Advancement team in the development of innovative programming and partnerships in support of the mission and objectives of Mars Arts D.C.
- Research emerging, and established local artists, venues, festivals, partnerships, and programming themes.

- Lead the administrative and logistical planning of all in-person events/digital productions, providing all involved parties with advance production schedules.
- Recruit, coordinate, assign, staff, and volunteer support for related productions as needed.
- Provide onsite administration and direction for in-person digital productions and events.

**Essential Duty #2: MARKETING, COMMUNICATIONS AND CREATIVE MEDIA**  
**Percentage: 40%**

- Partner with Supervising Producer and Marketing, Communications and Creative Media (MCCM) team to brainstorm, draft marketing plans, one-sheet overviews, and prospecting materials for the aforementioned programs - and others as assigned
- Provide content, overviews, and marketing insight to support the MCCM team, media representative, and social media engagement as needed
- Manage artist communications for the aforementioned events alongside serving as WPA liaison in the active management and communication of cancelled/postponed events
- Keep Washington Performing Arts staff apprised of developing details of all Mars Arts D.C. and other assigned events, seeking guidance and support where necessary
- Manage artist communications for the aforementioned events alongside serving as WPA liaison in the active management and communication of cancelled/postponed events
- Keep Washington Performing Arts staff apprised of developing details of all Mars Arts D.C. and other assigned events, seeking guidance and support where necessary

**Essential Duty #3: FINANCE AND ADMINISTRATION**  
**Percentage: 10%**

- Partner with Supervising Producer to ensure proper budget allocation for all Mars Arts D.C. and other special productions projects
- Ensure timely processing of vendor, contractor, and artist payments in Intacct
- Partner with Supervising Producer and Advancement team on program-specific reporting and ensuring that grant/funder goals are achieved as specified
- Partner with Supervising Producer to develop and implement all contracts for consultants, contractors, and artists ensuring the proper documentation of all negotiated terms along with the collection of necessary tax and insurance information if applicable
- Draft event opening remarks, summaries, overviews, and strategic objectives.
- Maintain event reporting data and ensure the archiving and accessibility of digital resources through the Digital Asset Management (DAM) system.
- Keep Washington Performing Arts staff apprised of developing details of all Mars Arts D.C. and other assigned events, seeking guidance and support where necessary

**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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- High School Diploma
  - 1-3 years of Event Production Experience
  - 1-3 years of Marketing/Communications experience
  - Familiarity within and working with the DC area performing arts community, especially music
  - Proven track record of clear communications and multi-pronged logistical administration

#### Essential Capabilities & Preferences

- Knowledge of diverse art forms
- Strong collaborative, relationship/consensus-building experience
- Persuasive written and oral communication and presentation skills

#### Specific Conditions of Work

- In-person attendance at various Mars Arts D.C. events and digital productions
- In-person presence in office as required in hybrid work setting
- Ability to lift up to 20 pounds
- Long hours of standing during productions
- Adherence to all local and venue-specific COVID-19 measures when in person
- Completion of a satisfactory criminal background check at the time of employment offer.
- **COVID-19 vaccination requirement:** If you are selected for this job, you must be fully vaccinated against COVID-19, except when vaccination is not medically advised or it violates your sincerely held religious beliefs.

**Benefits:** As a 20 hours per week part-time employee, this position is eligible to participate in Washington Performing Arts 403B retirement savings plan and receive pro-rated time off benefits.

#### 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 **March 24, 2023**.

## About Washington Performing Arts

### Mission, Vision, Guiding Principles

#### Mission

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Washington Performing Arts champions the arts as a unifying force. Through collaborations with artists, educators, community leaders, and institutional partners, we bring wide-ranging artistic programs to stages, schools, and neighborhoods throughout our nation's capital and, with our virtual platform, share our work throughout the world.

#### Vision

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Our community is unified and enriched through vibrant performing arts experiences.

## Guiding Principles

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**Cultivate Artists and Arts Patrons:** Be the organization that artists want to partner with and that arts patrons trust for lifelong enjoyment and learning.

**Pursue Inclusion:** Seek, represent, and welcome a multiplicity of voices in everything we do.

**Collaborate with Communities:** Build strong partnerships with local, national, and international organizations to make the performing arts accessible to communities in the nation's capital.

**Build a Lasting Legacy:** Balance risk-taking with fiscal rigor, sustaining a healthy organization that will last for generations.

### **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 & 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. 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.