



## GENERAL INFORMATION

**Position Title: Community & Global Programs Manager**

**Department: Arts Education & Partnerships**

**Title of Immediate Supervisor: Director of Arts Education & Partnerships**

**Salary Range: \$62,500 – \$67,500 (Full time, Exempt)**

**Best Consideration Date: November 3<sup>rd</sup>, 2024**

### **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, 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 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."

Visit our website at [www.washingtonperformingarts.org](http://www.washingtonperformingarts.org) for more information about WPA.

### **Position Summary:**

Washington Performing Arts (WPA) is seeking a dynamic and experienced team member that has a strong understanding of cultural diplomacy and partnerships. The Community & Global Programs Manager is a unique role combining knowledge of, and skills in, cultural diplomacy, arts integration, 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. The person in this role will manage Washington Performing Arts's most unique partnership-based programs: the award-winning Embassy Adoption Program (EAP), a 50-year partnership with DC Public Schools; the Misbin Family Memorial Chamber Music Competition, in its 12<sup>th</sup> year as a partnership with Levine Music; the Washington Performing Arts' Internship Program, an impactful legacy; and the Enriching Experience for Seniors (EES) Program, now in its 35<sup>th</sup> year. To support these programs, this role will be a key participant in the department's external communication efforts as well as case-making, data collection, and reporting. The Community & Global Programs Manager will serve as liaison and primary point-of-contact for DC Public Schools' Global Education Team and will also assist with other Arts Education & Partnerships programs as needed.

A core function of this position is to develop and maintain positive, effective, and collaborative



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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 that encourage 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, partnership cultivation and stewardship, and global education with some understanding of classical or global music in order to support in the development of engaging curricula, responsive performance opportunities, instructional best practices, effective mentorship, and program assessments for Washington Performing Arts programs.

The Community & Global Programs Manager is a full-time position based in Washington, DC and has a hybrid work schedule.

**Essential Duty #1: Embassy Adoption Program Management**

**Percentage: 70%**

- Maintain strategic implementation and logistics of Embassy Adoption Program, continually assessing and refining the program to reflect the mission of Washington Performing Arts, as well as the goals and outcomes identified by program partners and constituents (DCPS Global Education Team, school staff and faculty and the diplomatic community). 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
  - Special Event Planning (including networking, training and student events)
  - 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
  - Managing external inquiries regarding the program
- Recruit key program participants (schools, embassies, artists, and volunteers)
- Assist in organizational messaging, working in conjunction with the Advancement and Marketing & Communications Team
- Assist in data collection and reporting, working in conjunction with the Advancement Team
- Document the program through social media, email, partner collaboration, on-site visits, and other methods
- Track expenses and provide budget updates using the provided tools and accounting software
- Serve as Washington Performing Arts' on-site staff representative for program events
- Perform other duties as requested or assigned

**Essential Duty #2: Community Arts Program Management (The Misbin Chamber Music Competition and Enriching Experiences for Seniors**

**Percentage: 10%**

- Maintain strategic implementation and logistics of The Misbin Chamber Music Competition and Enriching Experiences for Seniors Program, continually assessing and refining the program to reflect the mission of Washington Performing Arts, as well as the goals and outcomes identified by program partners and constituents. Strategic implementation and program logistics include, but are not limited to:
  - Day-to-day program management
  - Program documentation



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- 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
- Statistical tracking and reporting
- Managing external inquiries regarding the programs
- Assist in organizational messaging, working in conjunction with the Advancement and Marketing & Communications Team
- Assist in data collection and reporting, working in conjunction with the Advancement Team
- Document the program through social media, email, partner collaboration, and on-site visits
- Facilitate annual Teaching Artist contracting process and monthly payment requests
- Track expenses and provide budget updates as requested using the provided tools and accounting software
- Serve as Washington Performing Arts' on-site staff representative for program events
- Perform other duties as requested or assigned

**Essential Duty #3: Internship Program Management**

**Percentage: 10%**

- Develop and implement a comprehensive internship program for Washington Performing Arts
- Develop partnerships with educational institutions to provide internship opportunities to students
- Coordinate the recruitment, selection, and placement of interns in partnership with Human Resources and WPA's department heads
- Monitor and evaluate the performance of interns to ensure they meet program requirements
- Provide support and guidance to interns throughout their internship
- Collaborate with internal departments to ensure that interns receive a well-rounded experience
- Develop and maintain relationships with external organizations to identify and promote internship opportunities for students
- Assist with the development of policies and procedures for the internship program
- Prepare reports and presentations on the effectiveness of the internship program
- Other duties as assigned.

**Essential Duty #4: Partner Cultivation & Stewardship**

**Percentage: 10%**

- Identify, cultivate, and maintain ongoing relationships with a diverse array of program constituents and partners, including:
  - Embassies, diplomats and diplomatic organizations located in Washington, D.C.;
  - DCPS Central Office and school-based teachers, staff, and faculty;
  - Teaching Artists;
  - Active Adult, Senior Living and Assisted Living Communities;
  - Educational Institutions and Internship recruitment communities;
- Serve as liaison and point of contact with community partners
- Participate in internal and external meetings as a representative of Washington Performing Arts
- Engage and/or cultivate working relationships with WPA Board, Junior Board, and Women's Committee members to advance and support ongoing programs
- Conduct community outreach to recruit DC-Area active adult and senior living facilities for free and fee-for-service programs

**Preferred Qualifications**



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- Bachelor's Degree
- 4 years of professional experience; preferably in cultural diplomacy, international relations or global education
- Experience working with embassies or diplomats and school systems
- Proven track record of project management and relationship/consensus-building experience

### Essential Capabilities & Preferences

- Familiarity with chamber or orchestral music a plus
- Experience communicating with a wide-range of diplomats, particularly cultural and educational attachés
- Comfort building unique and lasting partnerships
- Efficient and proactive organization
- Strong administrative and logistical skills
- Strong communication and interpersonal skills
- Familiarity with Microsoft Office Suite, Google Suite or other business applications
- Persuasive communication and presentation skills
- Detail-oriented and able to work effectively under pressure
- Commitment to advancing the organization's desired culture and mission
- Ability to pass DCPS Clearance Process (includes Criminal Background Check, Child Protection Registry Check, Sex Offender Registry Check, and Mandatory Drug Testing)

### Specific Conditions of Work

- General office environment
- Ability to lift 20 lbs. from time to time
- Occasional work in schools, performance venues, and event venues
- Some morning, evening, and weekend work required
- Ability to work in Washington, D.C. office location (currently a minimum of three 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

### Benefits of Working with WPA

- Competitive medical, dental, and vision plan offerings including some 100% employer-paid options.
- HSA and FSA plans
- Employer-paid Life Insurance with AD&D plus Long-Term Disability Insurance.
- Annual Health & Wellness and Professional Development stipend.
- Employer Assistance Program
- 403B and Roth Retirement Savings Plan Options
- 20 Vacation days per year, 2 days of Personal Time off, 13 days of Sick Leave
- Four weeks paid Maternity/Paternity leave (after full-time employment of 1 year)
- Employee-paid, pre-tax commuter benefit for taking public transportation to work
- 10 paid holidays plus 5 or more additional days determined and announced at beginning of each fiscal year.
- Free attendance to WPA performances, as tickets are available
- Maintain up-to-date knowledge of current visa/tax withholding laws and treaties

### How to Apply

- Please send a resume to [HR@washingtonperformingarts.org](mailto:HR@washingtonperformingarts.org) with position title in subject line. Cover letter optional.
- Successful candidates for this position will be required to undergo a background check



as a condition of employment.

**Organizational Diversity and 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.