



**WASHINGTON  
PERFORMING ARTS**

We make it happen

**Organizational Position Description**

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

**GENERAL INFORMATION**

**WPA Payroll Title: Manager (Part-Time)**

**Department: Special Productions & Initiatives**

**Title of Immediate Supervisor: Supervising Producer**

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

**Pay: \$25 per hour**

**Best Consideration Date: December 13, 2024**

**How to Apply: Send your resume to [hr@washingtonperforming](mailto:hr@washingtonperforming). Subject line: MARS**

**ARTS D.C. MANAGER. Please note, resumes that are not submitted directly to the email will not be considered.**

**About Washington Performing Arts:**

One of the most established and honored performing arts institutions in America, Washington Performing Arts continues to build upon a distinguished history of serving 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 dynamic 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 nourishes communities throughout the region by partnering with local organizations and other arts institutions, staging concerts and arts activities in the neighborhoods, involving internationally known main stage performers in community programs, and presenting locally based artists to a wider audience. We place a premium on establishing artists as a continuing presence in the lives of both young people and adults through sustained residencies and educational programs. Our achievements have been recognized with a National Medal of Arts and with two Mayor's Arts Awards from the DC Government. We embark upon our next half-century with the goals of expanding our commitment to excellence and rededicating ourselves to 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:**

Washington Performing Arts prizes the diversity of the organization, at every level; from programmatic content to composition of its board and staff, and is continually striving to better diversify its staff.

**Diversity 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.

## **POSITION INFORMATION**

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

The Mars Arts D.C. Manager (Part-Time) role manages the day-to-day planning, marketing/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 with local artists 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
  - Tregaron Unplugged
  - Tregaron Meadow Concert
  - Digital Programming
  - 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.
- Lead the administrative and logistical planning of all in-person events/recordings, providing all involved parties with advance production schedules, parking instructions, and directional information
- Provide onsite administration and direction for in-person recordings and events coordinating production logistics and day-of administration

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

**Percentage: 40%**

- Partner with Supervising Producer and Communications and Creative Media team to draft marketing plans, one-sheet overviews, and prospecting materials for the aforementioned programs - and others as assigned
- Brainstorm and draft content to advertise and post on Washington Performing Arts' social media platforms 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 WPA 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

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

**Minimum Qualifications:**

- High School Diploma
- 1-3 years of Event Production Experience
- 1-3 years of Marketing/Communications experience
- 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**

- Office work conducted remotely during COVID-19
- In-person attendance to various Mars Arts D.C. events and recordings
- Ability to lift up to 30 pounds
- Long hours of standing during productions
- Adherence to all local and venue-specific COVID-19 measures when in person