Administrative and Production Manager

Dumbarton Arts & Education delivers innovative arts programming that transforms lives. Founded in 1979, we offer two programs: Dumbarton Concerts, showcasing excellent chamber music performances in our intimate venue, and Inspired Child, an arts-based education program for early learners, their teachers, and families living in DC’s under-resourced neighborhoods.

Dumbarton Arts & Education seeks a full-time Administrative and Production Manager to oversee office administration, operate concert ticket box office, and manage and coordinate production of Dumbarton Concerts’ performances.

ESSENTIAL DUTIES AND RESPONSIBILITIES

May include, but are not limited to the following:

Executive Administration (25%)

- Provide comprehensive administrative support for Dumbarton Arts & Education to promote a professional, responsive, and effective experience with the institution.
- Plan and manage day-to-day administrative activities including customer service response, bookkeeping tasks, scheduling, organization of materials and correspondence, travel arrangements and itineraries, meeting logistics, filing, professional memberships, credit card expense reports.
- Serve as liaison with Director of Development, when needed, ensuring that the Executive Director and Managing Director has adequate preparation and materials for cultivation and fundraising activities.
- Processes contracts, artist payments and create event production sheet. Liaise with artist agent and assure events have been advanced and arrangements for presentation are made per the contract rider.
- Assist, as needed, at Dumbarton Concerts events, including functions and performances outside traditional office hours.

Board of Directors (BOD) Liaison (25%)

- Serve as organizational lead in scheduling and managing meetings of the BOD and its Committees. Related responsibilities include coordinating and uploading agendas and materials for meetings to electronic portals, preparing binders, taking minutes at designated meetings of the BOD and its Committees and task force meetings, coordinating meeting preparation with Executive Director and Managing Director team, and ensuring action points are followed-up as agreed in advance of meetings.
- Maintain BOD distribution lists and contact information, send out and track annual Conflict of Interest Forms and Disclosure Forms, Self-Evaluation forms, and update BOD Information and Confidentiality Forms.
- Schedule and coordinate new member orientation and the BOD Annual Meeting.

Production Management (25%)

- Oversee production of 12 annual chamber music and jazz events at Dumbarton Church (capacity 350) in Georgetown.
- Coordinate part-time event staff, volunteers, and concert vendors for each production. Oversee backstage operations, including rehearsals, artist hospitality, and artist lodging.
- Participate as part of a team of 5 to administer arts education programs in 100+ DC classrooms.
- Manage on-site events; assist in developing promotional and community engagement efforts with volunteer recruitment and training.

**Support For Finance and Human Resources (25%)**
- Enter deposits into QuickBooks and handle payments to vendors and artists
- Manage new employee enrollment and orientation, including payroll system set-up, health insurance and retirement plan enrollment, and creation of personnel files.
- Assist with office scheduling, including staff performance reviews, committee meetings, and other organization-wide events
- Assist with posting of job announcements and routing of applications
- Support positive office culture by helping organize employee appreciation initiatives.
- Other duties as assigned

**ACCOUNTABILITIES**
Satisfactory completion of this job includes successfully:

- Maintaining high quality office organization and administration.
- Contributing to a proactive flow of new ideas to meet organizational goals and working collaboratively with Dumbarton Arts & Education staff.
- Contributing to strong attendance and organization of concerts and other events.
- Building positive relationships with all external and internal stakeholders.

We seek an individual with experience in organizing performing arts events, coordinating administrative processes, and possessing the interpersonal skills to work well with subscribers, patrons, board members, and artists. Experience with MS Office 365, Blackbaud, Quickbooks, Mailchimp, and Squarespace preferred. Willingness to learn new systems is essential to success.

Full-Time Salary starts at $50,000 including health benefits, dental and 403(b) employee savings after 1 year.

To apply, please go to dumbartonartsed.hr or send resume, cover letter, and references to Shelley Brown at brown@dumbartonartsed.org with “Administrative Manager: Your Name ” as the email subject line.

**Commitment to Inclusion, Diversity, Equity, Access, and Belonging (I.D.E.A.B.)**

Dumbarton Arts and Education is committed to the principles of Inclusion, Diversity, Equity, Access, and Belonging (I.D.E.A.B). We recognize that every person, organization, and community is unique and valuable. We listen carefully, discuss options, seek to understand, and endeavor to build consensus around diversity, equity, inclusion and belonging so that every interaction with customers, staff, artists, and students is a positive learning opportunity. We prioritize the creation of culture of racial equity in every aspect of our organization.