PART-TIME / SALARY / EXEMPT

PROGRAM MANAGER

ABOUT US
The DC Arts Center (DCAC) is the only institution in the greater Washington, D.C., area solely dedicated to fostering underrepresented artists in every discipline. We believe that by encouraging artists of all types and all levels to pursue their passion, community transformation is possible. Located in the vibrant Adams Morgan neighborhood in Washington, D.C., DCAC operates a small arts facility that includes two art galleries, a 41-seat black box theater, and office space.

Founded in 1989 as an accessible alternative arts center in response to eroding support for local artists, DCAC has since become a hub of creativity in the visual and performing arts, receiving local, national, and international attention. Artists of all types, including poets, painters, actors, storytellers, sculptors, and performance artists, have been drawn to DCAC from around the corner and around the globe.

The DC Arts Center is a small non-profit 501(c)(3) corporation with an annual operating budget upwards of $300,000. The organization has just onboarded a new Executive Director with a bold vision for the future and expectations of rapid growth. The new General Manager will join the organization at an exciting time of change and expansion, serving as a strategic thought partner to the Executive Director. The DC Arts Center prides itself on maintaining a workplace culture rooted in collaboration, trust, transparency, and accountability. We embrace and celebrate a can-do, roll-up-your-sleeves mentality.

ABOUT THE JOB (EXPECTATIONS)
The DC Arts Center seeks a dedicated and detail-oriented administrative professional to join our team as the organization’s Program Manager. Reporting to the Executive Director, this is a mission-critical role that supports all programmatic efforts, including the design and implementation of professional, artistic, educational, and community-based programs and initiatives for a wide variety of constituents. Responsibilities include designing, planning, and facilitating all programmatic activities, recruitment and application management, proactively monitoring and assessing programmatic implementation and success through qualitative and quantitative analysis, event coordination, and relationship building and stewardship. The Program Manager will be expected to embrace a team mentality and support other areas of the organization as needs arise. The DC Arts Center supports a flexible and hybrid work environment whenever possible. However, due to the nature of our work, this flexibility must be balanced with
the needs of the organization. As such, extended at-home and in-person working hours, including evenings and weekends, may sometimes be required.

WHAT YOU’LL DO (RESPONSIBILITIES)

55% PROGRAMMING

Design, implement, and facilitate year-round professional, artistic, educational, and community-based programs and initiatives for a wide variety of constituents.

Create new programs that serve the community in meaningful ways.

Coordinate, assist with, prepare for, and attend programmatic events in partnership with the General Manager.

Monitor and assess programmatic implementation and success through qualitative and quantitative analysis.

20% OPERATIONS & COMMUNICATIONS

Coordinate access to the space for all programmatic participants and ensure timely communication and follow-up in partnership with the General Manager.

Ensure all spaces are patron-ready for all programmatic events in partnership with the General Manager. This includes but is not limited to cleaning, trash removal, changing light bulbs, paint touch-ups, and the like.

Provide general administrative support for the organization, including maintaining digital productivity platforms and file organization systems (Google Workspace), filing, copying, scanning, shipping, and mailing.

Maintain digital and, when appropriate, physical archives for the organization.

Assist with gallery operations and other duties when required and as assigned.

Ensure the organization’s weekly email featuring all programmatic activities is sent promptly and is complete and accurate.

20% CONSTITUENT MANAGEMENT

Build positive relationships with and serve as the main point of contact for artists, guests, participants, and vendors regarding their involvement in programmatic activities.
Manage all programmatic recruitment efforts, including the training and onboarding of teaching artists and/or other programmatic participants or professionals.

Train, manage, schedule, and assign tasks to Arts Associates and Interns as it relates to their involvement in programmatic needs in partnership with the General Manager.

Build and steward strong relationships, boosting morale through reward initiatives or other recognition programs.

5% DEVELOPMENT & FINANCE

Support in The DC Arts Center’s fundraising activities and operations for individual, corporate, foundation, and government support by coordinating, assisting with, and attending development/organizational events, including but not limited to donor benefit events and opening and closing night celebrations.

Provide programmatic narrative to the Development Manager as required for grant submission and other contributed revenue sources.

Coordinate the production of development collateral.

Maintain general bookkeeping and day-to-day accounting, including the accurate accounting and recording of all expenditures related to each programmatic initiative.

Submit all accounts payable as it pertains to programmatic events to the General Manager in a timely manner.

Run financial reports as requested.

PREFERRED SKILLS & EXPERIENCES (WHAT YOU’LL NEED)

Please note this list is not intended to exclude early-career or career-shifting candidates. The DC Arts Center equally weighs passion and the desire to learn and achieve with experience and tangible skills.

A bachelor’s degree in arts administration, non-profit management, or other arts/business-related fields is preferred; comparable experience is accepted in substitution of a degree;

Experience working in a professional administrative environment;

Ability to embrace ambiguity;
Familiarity with the Washington, D.C., artistic community and national artistic landscape and the needs therein;

Superior interpersonal skills and ability to communicate professionally with colleagues, donors, artists, and other stakeholders;

Excellent oral and written communication skills, persuasive presentation, and negotiation abilities;

Strong organizational skills with great attention to detail and accuracy;

Ability to prioritize workload to complete assignments in a timely manner when faced with many deadlines and competing requirements in a fast-paced environment;

Exemplary work ethic and professional manner; and

A laptop, mobile phone, and digital literacy skills, including experience with Apple products and Google Workspace, and the ability to adapt to new technologies.

**SALARY & BENEFITS**

Our current budget supports a salary range of $20,000 – $25,000 based on experience. Benefits include medical, dental, and vision covered at 50%. In addition, The DC Arts Center embraces a progressive leave policy, including unlimited paid time off and a flexible hybrid work schedule whenever possible. All employees receive a $500 travel reimbursement per year and a free yearly Artist’s Membership to The DC Arts Center.

**TO APPLY**

Please fill out our online employment application at www.dcartscenter.org. If you are having difficulty accessing the online application, please email Executive Director Sean Elias at selias@dcartscenter.org. Please use DCAC General Manager Submission in the email subject line.

The DC Arts Center is an Equal Opportunity Employer committed to diversity and encourages applicants of any age, ethnicity, gender identity, national origin, political affiliation, race, religion, or sexual orientation.