PROGRAMS MANAGER

DEPARTMENT: PROGRAMS

POSITION: Programs Manager

REPORTS TO: Programs Director

CLASSIFICATION: Full Time

LOCATION: Washington, DC (remote candidates considered)

COMPENSATION: $60,000 to $70,000

POSITION SUMMARY:
The International Association of Blacks in Dance (IABD) is seeking an organized, responsible, detailed oriented individual to provide support for the Programs Department. Reporting to and in partnership with the Programs Director, the individual contributes to the development, implementation and management of IABD’s program and service offerings.

ESSENTIAL POSITION RESPONSIBILITIES

Program Administration

- The Program Manager will work closely and in collaboration with the Programs Director to facilitate, initiate, and implement all organizational projects, programs, and initiatives.
- Create and maintain project timelines with Programs Director.
- Assist with documentation and evaluation of program outcomes.
- Participate in the development of company-wide systems for strategic growth.
- Participate in board management, financial management, budget planning.
- Liaise with internal departments to complete tasks as necessary – Business and Finance, Communications, Development and Fundraising, Executive Affairs, etc.
- Attend programming meetings, develop notes and any follow up necessary.
- Serve as Program Lead for projects as assigned.
- Serve as an ambassador for IABD through positive interactions with the public, fundraising events and important occasions.
- Travel is required for this position, both domestic and international.
- Other duties as assigned.

Event Management

- Serves as on-site staff for selected components of programming and assists in all aspects of program delivery.
- Responsible for the technical, audio/visual production of IABD programs.
- Works with artists and organizations to ensure that their technical needs have been met, manages the provision of technical services which may include sound, staging, lighting, exhibit installation, etc.
- Ability to coordinate and provide oversight for multiple sites utilizing supervisory and leadership experience.
Marketing and Promotion

- Collaborate with the Communications Department on program-related marketing and public relations efforts.
- Assist with communications and marketing, including social media updates and occasional email communications.

EDUCATION AND EXPERIENCE

- A Bachelor’s degree is required.
- Four (4) years of professional management experience, preferably in nonprofit arts related experience or event/production management, or 4 years’ experience in a related field.
- General knowledge of art disciplines, trends and their methods of operation.
- Self-directed, flexible, a team player and a strategic thinker.
- Ability to prioritize and multitask; exhibit “follow through” on tasks and goals.
- Staff management experience and enthusiasm is a must, including the ability to delegate and follow up, ability to communicate effectively, both orally and in writing.
- Knowledge in technical production of multiscale theatrical, public and exhibition events.
- Superior communication and organizational skills, deadline and detail oriented.
- High degree of proficiency in working with Microsoft Word, Excel and PowerPoint, data entry and data analysis, as well as demonstrated computer aptitude and experience.

PROFESSIONAL COMPETENCIES

- Working with all staff and volunteers, maintains the consistent growth and integrity of the organization’s brand and messaging.
- Exemplary written documentation skills required for internal management and ability to effectively communicate with staff and all stakeholders.
- Demonstrates strategic thinking, sound judgment, and a diplomatic approach.
- Demonstrates a positive and productive approach to problem solving.
- Demonstrates ability to work effectively in a fast-paced, high-energy environment. Can prioritize tasks with effective time and project management skills.
- Employs quick decision-making processes on site at large scale events and has a high level of enthusiasm and positivity in a highly public facing position.
- Provides direction and effectively manages multiple projects to ensure efficiency, accuracy and a consistently high standard end product.
- Fully participates in special activities of the organization and supports colleagues by offering information and contributing to projects and initiatives.

If you have the qualifications above, we would love to meet you. For consideration, please submit your resume, cover letter, and salary requirements to contact@iabdassociation.org.

NOTE: Phone calls and emails to staff regarding this job posting are not accepted. Please visit our website at www.iabdassociation.org

The International Association of Blacks in Dance
1621 Connecticut Avenue, NW
Suite 400
Washington, DC 20009

IABD is an Equal Opportunity employer. All qualified applicants will receive consideration for employment without regard to race, color, religion, sex, sexual orientation, age, national origin, disability, protected veteran status, gender identity or any other factor protected by applicable federal, state, or local laws.