



PART-TIME / HOURLY / NON-EXEMPT

ARTS ASSOCIATE

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 passionate arts supporters and detail-oriented customer service professionals to join our team as Arts Associates. **Reporting to the General Manager, this role supports all areas of the DC Arts Center's day-to-day operations, including exhibitions, theatrical performances, educational programming, special events, and daily administrative support.** Responsibilities include daily maintenance ensuring all areas of the building are patron-ready, serving as box office support for theatrical performances, staffing the gallery and providing patrons with a warm welcome and informed assistance, and other administrative duties as assigned such as copying, filing, scanning, shipping, and mailing. All team members are expected to embrace a team mentality and support other areas of the organization as needs arise. Weekend and evening availability, including late-night availability are required.

WHAT YOU'LL DO (RESPONSIBILITIES)

35% GALLERY SUPPORT

Staff the gallery and provide guests with a warm welcome and personable, informed assistance. This includes facilitating both opening and closing procedures.

Inform guests about artists and exhibits and promote current and upcoming exhibits.

Ensure the safety of all art work in the gallery.

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

Facilitate the sale of art and maintain accurate sales records and receipts.

Assist with the installation and deinstallation of exhibits as required. Tasks may include: heavy lifting and moving of objects, installing hanging material, moving pedestals, patch and paint, printing and hanging wall vinyl, preparing marketing materials, and the set up and take down of chairs, tables, and other equipment.

Run concessions for gallery events including replenishing inventory as required.

Track daily traffic and complete post-shift reports in a timely manner.

Perform other administrative tasks in support of gallery operations as assigned.

35% THEATRICAL SUPPORT

Staff the box office for theatrical productions and provide guests with a warm welcome and an efficient and accurate check-in process.

Run concessions for all theatrical productions including replenishing inventory as required.

Ensure the theatre is both artist and patron-ready in partnership with the General Manager. This includes but is not limited to cleaning, vacuuming, trash removal, changing light bulbs, paint touch-ups, and the like.

Serve as a resource to artists as it pertains to the audio/visual and lighting equipment in the theatre.

Perform other administrative tasks in support of theatre operations as assigned.

20% ADMINISTRATIVE SUPPORT

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

Answer all incoming phone calls during normal business hours.

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

Attend required weekly employee meetings and additional training and development opportunities.

10% PROGRAMMING SUPPORT

Coordinate, assist with, prepare for, staff, and/or attend all programmatic events.

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.

An associates or bachelor's degree in fine art, theatre, 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;

Ability to arrive no later than the time scheduled ready to work with the proper dress, materials, and attitude;

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;

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.

COMPENSATION & BENEFITS

Our current budget supports an hourly rate of \$17. Benefits include medical, dental, and vision covered at 50%. 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.

