



FULL-TIME / SALARY / EXEMPT

# GENERAL 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 has just completed a historic renovation and continues to operate 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 \$400,000. 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 General Manager. **Reporting to the Executive Director, this is a mission-critical role that supports all organizational efforts, including operations and communications, personnel management, programming, finance, and development.**

Responsibilities include maintaining positive relationships with key stakeholders, general maintenance and facilities management, day-to-day financial management, and event coordination and support. The General 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 at times be required.

## WHAT YOU'LL DO (RESPONSIBILITIES)

### 30% OPERATIONS & COMMUNICATIONS

Build relationships with and serve as the main point of contact for artists, guests, and vendors, including coordinating access to the space and ensuring timely communication and follow-up.

Maintain all spaces by ensuring they remain patron-ready at all times. This includes but is not limited to daily cleaning, trash removal, changing light bulbs, paint touch-ups, and when required, contracting professional cleaning or maintenance services for more advanced needs.

Maintain office and concession inventory, including the ordering and re-ordering of all consumables, supplies, and materials.

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.

### 20% PERSONNEL MANAGEMENT

Supervise The DC Arts Center's part-time hourly staff, which includes Arts Associates and interns, ensuring processes and procedures are met in service of delivering a world-class customer experience.

Train, manage, schedule, and assign tasks to Arts Associates and Interns.

Contribute to building staff and artist relationships, boosting morale through reward initiatives or other recognition programs.

### 30% PROGRAMMING

Support The DC Arts Center's programmatic activities by coordinating, assisting with, preparing for, and attending programmatic events in partnership with the Program Manager.



## 10% DEVELOPMENT

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.

Coordinate the production of development collateral.

## 10% FINANCE

General bookkeeping and day-to-day accounting, including the accurate accounting and recording of all expenditures.

Ensure the accurate recording and timely completion of all accounts payable.

Facilitate general banking transactions, including making deposits at local banking institutions.

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 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;

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 of \$55,000. Benefits include medical, dental, and vision as well as a yearly subscription to One Medical -- all covered at 100%. 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 (a \$200 value).

## **TO APPLY**

Please fill out our online employment application at [www.dcartscenter.org](http://www.dcartscenter.org). If you are having difficulty accessing the online application please email Executive Director Sean Elias at [selias@dcartscenter.org](mailto: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.

