

Thursday, June 3, 2021

Manager, Dance Programming

Company: John F. Kennedy Center for the Performing Arts

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About The Kennedy Center

"I am certain that after the dust of centuries has passed over our cities, we, too, will be remembered not for victories or defeats in battle or in politics, but for our contribution to the human spirit." – President John F. Kennedy

The Kennedy Center is the nation's cultural center and living memorial to President John F. Kennedy. Located on the banks of the Potomac River in Washington, D.C., the Center presents performances across all genres, and is also home to artistic affiliates Washington National Opera and National Symphony Orchestra.

Mission Statement: As the nation's performing arts center, and a living memorial to President John F. Kennedy, we are a leader for the arts across America and around the world, reaching and connecting with artists, inspiring and educating communities. We welcome all to create, experience, learn about, and engage with the arts.

Commitment to Diversity & Inclusion

The Kennedy Center is a welcoming and inclusive culture where everyone benefits - we do it in a way that honors everyone's humanity. We are able to advance our mission because of committed and passionate employees. We are fortunate to be able to leverage their diverse perspectives, life experiences and skills to inform how our workplace can be a safe, transparent, and replenishing community. Through honest discussion, our focus on DEI, and the creation of a D&I council, we are committed to always being the best versions of ourselves.

Job Description

The Kennedy Center's Programming Department is a dynamic, creative, and dedicated group of arts administrators. The Dance Programming team is responsible for all performances that fall under the current Dance and Ballet subscription series as well as the Local Dance Commissioning Project, and other dance and movement activations on Millennium Stage and across the Center's REACH expansion campus.

The Dance Programming Manager works within the Dance Programming department team to manage all logistical planning and necessary communication to ensure the success of the Kennedy Center ballet and dance subscription series and any additional programming.

The Manager must be able to make decisions and exercise discretion in order to prioritize assignments and work under significant pressure, as many projects are time sensitive and involve concurrent deadlines. An eagerness to listen and communicate openly and problem solve in a collaborative environment is essential. An ideal candidate is creative and has familiarity, perspectives, and personal opinions about the global dance field at large.

Duties and Responsibilities

55% **Project Management:** Oversees staffing, contracting, and logistics for all performances, events, and/or activities for the Kennedy Center's Dance and Ballet subscription series. Duties include but are not limited to:

Arrange, negotiate, and manage contracts and payments for all necessary hotels and artist transportation as needed.

Manage Department's visa needs for international companies and artists, in consultation with the Center's Office of General Counsel.

Hire interpreters, musicians, conductors and performance staff when necessary.

Lead Department's supernumerary program, arranging and managing auditions, and overseeing Coordinator in collection and processing of necessary paperwork and payment for all performers.

Act as primary liaison between visiting artists and various departments of the Center for a portion of the Center's Ballet and Dance series and provide guidance for Coordinator to do the same.

Maintain contact with production managers, orchestra manager, education staff, press representative, advertising and marketing personnel, special events coordinators, and theater managers in order to ensure the flow of information between these departments and visiting artists.

Work with all of these people to develop schedules, establish needs, review promotional materials, and organize events.

Company management including arranging travel, housing, meals, fee payments, playbills, tickets, and matters of hospitality when needed.

Create staffing and show duty schedules for the department throughout each respective department's performance seasons.

Track payments and maintain budgets, with guidance from Director, to keep Dance Programming department in good financial standing.

Attend performances as a representative of Dance Programming.

Maintain office operations and supervise staff during Director's absence.

15% **Curate and produce,** with Director's input, the annual National Dance Day program and local dance artist series on Millennium Stage and in the REACH. Direct department Coordinator and Intern on the execution of these programs.

10% **Together with Director,** work on future planning and programming as appropriate internally and with outside partners, as required. Build and maintain budget drafts for future projects, as requested.

10% **Attend meetings** as a representative of Dance Programming and in Director's absence, as requested, to ensure that information is shared and action items are advanced.

10% **Interview, train and manage** department interns.

N/A **General correspondence** and other duties as assigned; Responds to the needs and requests of Kennedy Center management and staff in a professional and expedient manner; Adheres to all employer policies and procedures.

Key Qualifications

Bachelor's degree in Arts Administration or Business Management or equivalent experience.
Experience in dance touring, presenting and or management required.
3+ years of experience managing and supervising group(s) along with strong leadership skills required.

Skills & Knowledge Qualifications

Ability to create and maintain clear channels of communication with all members and constituents from a wide variety of backgrounds.
Affinity for budgets, long range planning, and problem solving necessary. An ideal candidate is creative and has familiarity, perspectives, and personal opinions about the global dance field at large.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Must be able to work odd-hours, including evenings, weekends, holidays, and occasional work beyond 40 hours/week. Occasional travel may be required. Must be on-call during performance weeks and company travel days.

Work Environment

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The noise level in the work environment is normal office noise. Weekend and evening hours are required, and will be arranged in advance.

Benefits

We offer a comprehensive range of benefits to all full-time employees including: Medical, Dental, Vision, Paid Time Off, Paid Sick Leave, and a 403(b) Retirement Plan

John F. Kennedy Center for the Performing Arts
www.kennedy-center.org/careers

For more information:
Chanel Kemp
HR@Kennedy-Center.org

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