



## CULTURAL PROGRAMMING AND DEVELOPMENT ASSOCIATE POSITION DESCRIPTION

This position reports directly to the Director of Anacostia Arts Center. The position involves working with the components of ARCH's visual arts programming by helping to connect audiences to the work. Additionally, the person is responsible for the fundraising and development responsibilities. This position is required to work events and days when the Center welcomes high volume of guests and will consequently work a flexible schedule, including one weekend day and up to two evenings per week.

Candidate should have a bachelor's degree, experience in development and fundraising, social media savvy, arts management and event experience, proficiency in Microsoft Office, knowledge of website editing and Word Press, excellent communication skills, and familiarity with the DC arts and culture scene.

### CREATIVE INDUSTRY PROGRAMS

- Participate in programming/visioning sessions for visual arts season and assist in curating
- Respond to artist queries
- Program, in collaboration with ARCH team, value-added educational events such as artist talks, panels, and workshops
- Plan and lead on-site tours of art exhibitions
- Manage Artist Studios and Residences, including showing and renting out any vacancies, communicating about upcoming events/opportunities, doing site- visits to assess facility needs, and coordinating maintenance.
- Work with graphic designer and programming team to develop exhibition collateral, including postcards, signage, price lists, and other paperwork for the public
- Work as lead on art sales, including creating easy and accessible systems for purchase and engaging/following up with prospective buyers
- Serve as event manager when needed (1-3 events/week, from theatre performances, art openings, and misc. special events)
- Work as part of a team to promote the Center, ARCH, and Historic Anacostia.

### ADMINISTRATIVE DUTIES

- Receive event inquiries and greet new guests/visitors
- Maintain database of users and visitors
- Respond to event inquiries

### OTHER

- Increase individual giving toward an agreed annual goal
- Find and obtain sponsorships
- Maintain membership program and acquire new members
- Leader in planning for fundraising gala and events
- Grant-writing
- Track and donors and giving trends
- Cultivate donor relationships
- Craft newsletters and marketing emails for Center
- Assist in press release content
- Create inroads and opportunities to increase reach, resources, and experience through partnerships
- Participate in brainstorm and feedback sessions for short-term and long-term planning.
- **Other duties as assigned**