

Workhouse Arts Foundation, Inc.
Vacancy Announcement
Events Manager

Job Summary:

The Workhouse Arts Foundation, Inc. (WAF) seeks an experienced Events Manager who is detail oriented and highly organized individual to take on a key leadership position at the WAF. This position will oversee and manage the events supporting the WAF's mission through community engagement and fundraising for the arts. This position provides strategic direction for the creation and implementation of events designed to work across the program areas of visual arts, performing arts, movement, education, history, and the Lucy Burns Museum. This planning will consider the current and future direction of events at the WAF. In this role, the Events Manager will represent the WAF professionally with community partners, vendors, and others. This position will also oversee staff, part-time staff, and volunteers working on events operations and activities as well as serve as the subject matter expert for on-site staff regarding events related issues and activities. This is a great opportunity for those who thrive when managing a highly customized and refined approach to event planning and enjoy overseeing cutting edge events that remain flexible and responsive to changing needs.

The position is full-time and requires 40 hours per week. Located in Lorton, VA, the WAF is a non-profit dedicated to providing outstanding visual and performing arts, arts education and history programs, all in a unique historic setting. Please see www.workhousearts.org to learn more about our exciting organization.

Please provide a cover letter and resume, if interested to humanresources@workhousearts.org. A detailed job description is available upon request.

Responsibilities:

- Create and manage a year-round events calendar.
- Conceptualize events.
- Implement events and activities.
- Provide general event task collaboration and support.

Qualifications:

- Values and demonstrates honesty and integrity, based on strong ethical principles.
- Supports the WAF's goals and values.
- Exhibits strong interpersonal and teamwork skills.
- Speaks and writes clearly and persuasively in positive or negative situations.
- Computer application competency with MS Outlook, Excel and Word, Adobe, and other relevant applications.
- Operates and manages within approved budget.
- Displays original thinking and creativity.
- Adapts to changes in the work environment, manages competing demand, changes approach or method to best fit the situation, able to deal with multiple assignment with deadlines.
- Ability to lift 30 pounds.
- Ability to work independently.

Experience and Education Requirements:

- Production of frequent and large-scale events.
- Project management and supervision of staff.
- Support of productions with audio visual and sound systems is a plus.
- Bachelor's degree required; years of experience may be considered in lieu of degree.

- Minimum of five (5) years of events design and management experience.

Work hours are a function of work and support requirements. This position is required to work evenings and weekends when events are scheduled, otherwise will work traditional hours. Those traditional work hours are Monday – Friday with hours agreed, e.g., 8 AM-5 PM with an hour off for lunch.