



WAF Special Events / Rentals Manager

Background: The Workhouse Arts Foundation, Inc. (WAF) is a non-profit 501(c)3 corporation with a mission to operate the Workhouse Arts Center (opening in 2008) with programs in the visual arts, performing arts, arts education, and history through the repurposing of the former Workhouse correctional facility. WAF's budget is \$3 million annually.

Summary Statement. Reporting directly to the President/CEO, the Special Events/Rentals Manager (SERM) serves as the primary individual to manage the comprehensive special events and rentals program for the Workhouse Arts Center. This position will oversee and manage the events supporting the WAF's mission through community engagement and fundraising for the arts, as well as actively focusing on the rentals program for ALL of the Workhouse spaces. 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 SERM 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 (and rentals) 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/rentals 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, Virginia, 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. The SERM will also undertake other responsibilities as assigned by the President/CEO.

Roles and Responsibilities:

Create Year-Round Calendar

- Collaborate with team of WAF cross program staff, with input from WAF's Board of Directors, throughout the event planning process to ensure that events and activities are in sync with and support the mission, direction, and themes envisioned by the WAF.
- Coordinate and manage the WAF calendar of events and special meetings.

Conceptualize Events

- Lead team of appropriate WAF cross program staff and others to create superior experiences for participants.
- Work with WAF Board members and staff to design events.
- Exhibits a broad understanding of the types of resources and experiences available to offer interesting and engaging events.
- Develop preliminary event concept proposals, plan/design and related resource requirements (budget and staffing) to fully support the events.
- Secure buy-in and support from appropriate internal and external stakeholders for events.
- Finalize event plans and budgets.
- Create promotion, communication and advertising plan for events in concert with marketing staff.
- Deliver plan for communication and signage for events.
- Collaborate with facilities manager to ensure appropriate permits are identified and to secure facility support, safety and security of events.
- Assist Development Officer in securing sponsorships for events.

Implement Events and Activities

- Manage all logistics for carrying out events.
- Track and update budgets for events to include needed services, materials, resources, and talent.
- Develop and deliver all procurements for the identified contracted tasks, including specific Statements of Work, conduct of bid review and selection of proposals, negotiate, and oversee contracted services.
- Coordinate resources throughout each event.
- Act as lead on the production of the events.
- Attend all events to direct staff and outside vendors and ensure events are executed as expected in an efficient manner; and expedite and resolve all problems and emergencies that may emerge.

Other Activities:

- Provide general event task collaboration and support.
- Manage and actively solicit for rental events.

Traits/Characteristics: The SERM will be a confident and experienced special events and rentals expert and will be motivated by Workhouse's mission and community. The successful candidate will be a strong manager and a dedicated staff-wide collaborator and will provide creative, decisive, and proactive leadership in assuring that Workhouse's special events and rentals presence is paramount. The SERM will take initiative and offer constructive opinions with candor and commitment.

Qualifications: The SERM should have at least 4 years in special events and rentals and the Workhouse strongly prefers performing/visual arts/museum experience. The SERM should possess a Bachelor's degree.

Accountabilities: Satisfactory completion of this job will be evidenced by excellent attention to detail, anticipation of special events and rentals need, exercising sound professional judgement, meeting financial and marketing goals, building and maintaining good working relationships with staff, artists and other colleagues, keeping excellent records, and working well as a member of the team and by operating within the Workhouse approved budget.

Compensation/Benefits: Compensation will be commensurate with experience, with a benefit package that includes a health/dental insurance plan, a retirement plan, paid time off, and other employee benefits.

Workhouse DEI Statement: The Workhouse is committed to attracting and retaining a diverse staff that honors their experiences, perspectives and unique identity. We strive to create and maintain working and learning environments that are inclusive, equitable and welcoming.

Workhouse EEO Statement: The Workhouse is committed to providing equal employment opportunities to all employees and applicants for employment. Workhouse provides employment opportunities without regard to race, color, religion, creed, ethnicity, sex, pregnancy, national origin or ancestry, age, physical or mental disability, citizenship status, marital status, sexual orientation, gender identity, family responsibility, genetic status or information, military or veteran status or in any status protected by federal, state, or local law. This policy applies to all terms and conditions of employment, including, but not limited to, hiring, placement, promotion, termination, layoff, recall, transfer, leaves of absence, compensation, and training. Workhouse will not tolerate unlawful discrimination, harassment, or retaliation under any circumstances.

Workhouse Health and Safety Policy: The Workhouse is committed to providing a healthy and safe environment for our staff, artists, contractors, volunteers, students and guests. With the continuing presence of COVID and its variants, the Workhouse is following CDC guidance and State of Virginia and Fairfax County directives and has required that all staff wear masks in all indoor Workhouse settings and also be fully vaccinated (as defined by the CDC) or submit weekly proof of a negative COVID test. The Workhouse is a Non-Smoking campus.

Additional Notes: The workhours for this position are a function of work and support requirements and directed by the President/CEO. The Workhouse business hours are 9:00 AM to 5:00 PM. the position is required to work evenings and weekends when events are scheduled, otherwise will work traditional hours as noted above.

Applications and Inquiries: Please submit the following PDF items electronically, with the subject line containing the words "Special Events/Rentals Manager" stated. Only qualified applicants will be contacted. Please direct all submission to: humanresources@workhousearts.org

- Cover letter including salary requirements.
- Resume including demonstrable accomplishments.