Vacancy Announcement #53-20
Manager, Program Development

SALARY: NEGOTIABLE

DC Residents Preferred

EVENTS DC

Engage, Excite, Entertain.
Events DC is the face of conventions, sports, entertainment and cultural events within our nation’s capital. As the official convention and sports authority for the District of Columbia, Events DC leverages the beauty, history and diversity of the most powerful city in the world to attract and promote an extensive variety of events, resulting in amazing experiences for residents and visitors alike, and generating economic and community benefits for the city.

Our success comes by focusing on divisions that reflect three lines of business: Conventions and Meetings, Sports and Entertainment, and Special Events, where we make a range of strategic investments in the region’s marquee sports, entertainment and cultural properties. Each division is driven by the desire to bring stellar events to Washington, DC by providing superior customer service to our clients and visitors.

SUMMARY DESCRIPTION
The Manager of Program Development & Analysis will provide creative direction, strategic vision, and research/analysis to drive efficiencies and establish and meet success metrics for programs/events (projects). The incumbent will help manage the creative component of assigned projects to ensure that they are completed from conception to execution, while leading the charge on establishing, goals and objectives based on sound analysis for the success of all projects. This analysis will be done at both the front and backend of each project.

ESSENTIAL DUTIES AND RESPONSIBILITIES
The duties listed below are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or logical assignment.

- Collaborate with team members, manage the development of events/programs (projects).
- Write and present budget estimates, incremental project proposals, scopes of work, timelines, and staffing plans for projects.
- Manage talent, external partners, and vendors, as assigned, including external design resources/partnerships to execute and oversee multiple design and development projects simultaneously.
- Meet all project deadlines and provide quality control on all completed projects to ensure design quality, and production accuracy.
- Review and assist in developing service proposals while with management teams to determine need.
- Facilitate creative project kickoffs to include leading brainstorming sessions with creative team.
- Manage daily tasks tied to creative production to include troubleshooting issues that could slow down the process.
• Recognize overall project objectives and execute design/communication in a way that satisfies the ideal user experience to meet those project objectives.

SKILLS, KNOWLEDGE AND ABILITIES
• Thorough understanding of creative concepts and executional strategies to create smart resourcing plans that lead to creative excellences and fiscal project health
• Strong writing background, including conceptual and creative writing storyboarding/visual storytelling skills
• Ability to prioritize work, work independently and balance multiple projects and work in a fast-paced team environment.
• Self-driven with a high work-standard and a proven ability to innovate, work proactively to identify new marketing opportunities and to and to think critically.
• Excellent communication and customer service skills and an ability to maintain professionalism and a positive attitude in a fast-paced team environment.
• Ability to function as a partner, team player and go-to creative resource for all types of projects, from largest to smallest.
• Proven track record as effective team leader.
• Attention to detail with emphasis on accuracy/quality and a critical eye for design aesthetics
• Prior copy writing experience preferred and strong knowledge of grammar and composition rules for developing, editing and proof-reading material.
• Knowledge of both Macintosh and PC platforms and an ability to troubleshoot basic hardware and software issues.
• Advanced knowledge in Adobe Creative Suite, Sketch, Slack, Zoom, and other related design/production tools including Acrobat and Microsoft Office Suite a plus.

CORE COMPETENCIES (MANAGER & DIRECTOR)
• Leadership
• Human Capital
• Strategic Thinking
• Operational Effectiveness
• Financial and Expense Management

MINIMUM QUALIFICATIONS
• Bachelor’s Degree from accredited college or university
• 5 years of experience working in the coordination or management of events or communications/public relations.
• Professional writing, data analysis and research are highly preferred.
• Advanced skills in Adobe Creative Suite and other applicable design applications.
• Advanced knowledge of design aesthetics and production requirements for print and digital media channels, and a solid understanding of brand marketing and user-centered best practices preferred

REQUIREMENT
• All positions require candidates to successfully complete our background screening process

In an effort to protect our environment from paper waste all candidates must apply on-line on our website: http://careers.wcsa.com/employment/application.aspx

Computers are available in the Labor and Contractor Office (Access Control) at 1116 7th Street NW
 Monday – Tuesday and Friday – 7:00 a.m. – 11a.m.
 Wednesday and Thursday – 8:30 a.m. – 3:00 p.m.
All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.