



Opening Date: 2/28/2020  
Closing Date: Open Until Filled

## **Vacancy Announcement #55-20 Project 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 Project Manager of Program Development will provide creative direction, strategic vision, and operational workflows that drive efficiencies and enable the execution of all in-house created events. The incumbent will manage the creative component of assigned projects to ensure that they are completed from conception to execution while leading the charge on innovative design solutions, partner relations, and budget management.

### **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.

- Participate in creative development for program/event (project) deliverables.
- In collaboration with the production team, write and present budget estimates, incremental project proposals, scopes of work, timelines, and staffing plans for projects.
- Clearly communicate budget estimates, scopes of work, timelines, roles and responsibilities, and project status; ensure that all requests are addressed quickly and responsibly.
- Meet all project deadlines through efficient team meetings and communication.
- Thoroughly understand creative concepts and executional strategies to create smart resourcing plans that lead to creative excellence and fiscal project health. Manage daily tasks tied to creative production to include troubleshooting issues that could slow down the process.
- Manage all project partnerships to execute and oversee multiple design and development projects simultaneously.

- Provide quality control on all completed projects to ensure design quality, production accuracy, and adherence to project goals/objectives.

## **SKILLS, KNOWLEDGE AND ABILITIES**

- 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, managing both dedicated internal and matrixed employees and outside network of freelance /contracted resources.
- 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
- Minimum of 5 years of experience working in the coordination or management of events.
- Prior experience working with high profile talent and large-scale production of live events, educational programs, or museum exhibition engagement highly preferred.
- Prior experience writing and advanced skills in Adobe Creative Suite and other applicable design applications a plus.
- 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.

## **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.

**Washington Convention & Sports Authority T/A Events DC  
Human Resources Department  
801 Mount Vernon Place, NW  
Washington, DC 20001**

**All candidates will be considered without regard to race, color, religion, sex, age, national origin, marital status, disability or sexual orientation.**