

# 13 | THE THIRTEEN

MATTHEW ROBERTSON ARTISTIC DIRECTOR

## Artistic Administrator

15 hours per week

The professional vocal ensemble The Thirteen is seeking an organized and driven professional to join its team as part-time Artistic Administrator (AA). Praised for “transfiguring the listener” (The Washington Post), The Thirteen seeks an AA who strives for excellence and professionalism in all aspects of their work. Reporting to the Managing Director, with additional close supervision by the Artistic Director, the Artistic Administrator serves as primary artistic production manager and artist liaison in support of The Thirteen’s season of concerts which runs from late September to June with summer months available for long-range projects. This position is an excellent growth opportunity for an individual interested in arts administration and being part of a team dedicated to the success of this critically acclaimed vocal ensemble.

**For the right candidate, The Thirteen will consider combining this position with concurrent opening for a Marketing & Communications Associate.**

### Responsibilities:

- Serve as primary production manager for self-presented concerts including insurance, contracts, schedules, artists’ contracts, licensing and related rights, travel and accommodations, venue rental, and instrument and equipment rental.
- Assist as needed during concerts, whether in the front or back of house.
- Attend all rehearsals, assisting with technical needs, announcing the start of rehearsals, end of breaks, etc.
- Assist with other artistic requirements as needed, e.g. projection, subtitles, props, etc.
- Manage the archives, musical archives, and music library; disseminate music to musicians, mark parts.
- Coordinate with radio stations concerning performances of archival material.
- Assist in the implementation of The Thirteen’s local educational outreach initiatives.
- Assist the Managing Director in coordination of volunteers, vendors and service providers as needed.
- Assist in the curation and creation of program material.
- Assist the Managing Director in the planning and coordination of tours as needed.
- Other duties as assigned.

### Candidate Profile:

- Exceptional attention to detail, organization, and time management.
- Excellent communication skills, in both speaking and writing.
- Able to build and maintain relationships with people; strong customer service skills.
- Professionalism in all duties.
- Knowledge of G Suite, Microsoft Office Suite, including Word/Google Docs and Excel/Google Sheets, Dropbox.
- Attendance at all The Thirteen concerts and events.
- Ability to drive a motor vehicle and lift up to 25 pounds (boxes, etc.)

- Knowledge of database management.
- Availability to work occasional evenings and weekends. Occasional out of town travel required.
- Music and/or arts background strongly preferred.
- Perform most work from home.
- Residence and city travel in the Washington Metropolitan, DC area.

**Ideal Experience:**

- Education: this position requires excellent critical thinking and communication skills; these types of skills are usually gained in a baccalaureate environment. A strong musical background is a plus.
- Experience: prior experience in arts administration is a plus; strong detail oriented experience is required.

**Compensation:**

\$15,000-20,000 per year, commensurate with experience. Paid monthly as a W2 employee.

Four weeks leave per year, most of which is expected to be taken in the summer. Generous sick leave and family leave. No other benefits are offered or implied at this time. This is a part-time, non-exempt position. Hours may include evenings and weekends. While this position is primarily remote, the AA is required to attend all in-person staff meetings, concerts, and certain other organizational events.

**To apply,** please submit a letter of interest, resume, and a list of references to:

Todd Stubbs, Managing Director  
info@thethirteenchoir.org

**Applications Due: June 1, 2022.**

**June 15 is the target start date.**

The Thirteen enthusiastically supports equal opportunity in employment and contracting. The Thirteen does not discriminate on the basis of race, color, age, ethnicity, religion, national origin, pregnancy, sexual orientation, gender identity, genetic information, sex, marital status, disability, or status as a U.S. veteran. The Thirteen has and abides by its Harassment Prevention Policy, which all employees and contractors are required to sign. Applicants may be asked to undergo a background check, and employment may be contingent upon the successful completion of a background check. Employment is contingent upon Covid-19 vaccination and boosted status.