



**HILL CENTER AT THE OLD NAVAL HOSPITAL  
FULL TIME PROGRAMMING ASSISTANT**

Applications deadline: 30 June 2023

**Position Summary:**

The Old Naval Hospital Foundation is seeking a dynamic individual to provide full-time support (40 hours per week) to the programming and marketing teams at Hill Center at the Old Naval Hospital, a vibrant home for culture, education and city life on Capitol Hill in Washington, DC. The ideal candidate will be enthusiastic, energetic, flexible and creative. Excellent oral and written communication skills are imperative. This is an entry level position. Salary Range \$38 - 40K.

**The Organization:**

Hill Center, located in the Civil War-era Old Naval Hospital, has undergone a landmark rehabilitation, and now operates as a vibrant center for lifelong learning, cultural and arts enrichment, and community connections. Located in the heart of the diverse and dynamic Capitol Hill neighborhood near historic Eastern Market, the Center offers a wide range of classes, exhibits, lectures, performances and social programs. The environmentally-friendly campus is also a unique venue for special events and conferences, and provides office space for local nonprofits. For more information, please visit our website at <http://www.HillCenterDC.org>.

**Key Responsibilities:**

Acting as the point of contact for a range of program partners, including scheduling classes, maintaining client satisfaction and invoicing/processing payments.

Working with the Programming Manager and Programming Consultant to execute Hill Center branded programming, including on-site facilitation of evening and weekend events and classes.

Actively recruiting new program partners and potential clients.

Providing A/V support, verifying floor plan instructions, liaising with clients to handle setup issues.

Updating Hill Center's website, ticketing system, and internal reservation system with new classes and events.

Coordinating volunteer activities.

Drafting floor plans for program offerings.

Maintaining and procuring the inventory of equipment and supplies required for special events, programming and facilities.

Staffing the Reception Desk as needed.

Assist with Hill Center Galleries administrative tasks and art sales

Assist Marketing and Communications coordinator, as needed, by drafting weekly Eblast, updating social media platforms and calendar listings.

Other duties deemed necessary by the Executive Director and Hill Center Team.

**Qualifications:**

Bachelor's degree or equivalent

Minimum two year's work experience

Strong interpersonal and communication skills suitable to creating and maintaining a positive impression of the Center as an ideal location for special events and program offerings.

Ability to oversee and coordinate events and program activities with limited supervision.

Ability to make independent, cost-effective judgment calls which ensure a positive experience for Hill Center patrons.

High degree of cultural competence, including an aptitude for working within a high performing diverse organization.

Must be proficient in Microsoft Office, social media, email marketing platforms, and website content management systems. Experience with MailChimp and WordPress a plus.

A self-motivated, team player with operations/logistics experience. Excellent organizational, administrative, and time management skills required. Must have strong written and verbal communication skills and be dedicated to providing the highest quality experience for Hill Center patrons and guests. Applicant must be able to procure a Beverage Manager's License.

**Applications:**

Interested applicants should submit a résumé and cover letter explaining their interest in the position and detailing relevant qualifications and experience to [jobs@HillCenterDC.org](mailto:jobs@HillCenterDC.org). Application Deadline: June 30, 2023.