



POSITION DESCRIPTION

 MAJOR, LINDSEY & AFRICA

MAJOR, LINDSEY & AFRICA | 600 13TH STREET NW, SUITE 750, WASHINGTON, DC 20005 | 202.628.0660

November 2019

The John F. Kennedy Center for the Performing Arts

Washington, DC 20566

www.kennedy-center.org

Major, Lindsey & Africa (“MLA”) has been exclusively retained by The John F. Kennedy Center for the Performing Arts (“The Kennedy Center” or “Organization”) to conduct a search for a General Counsel (“GC”). Our client is an equal opportunity employer. Interested candidates should send a resume (in MS Word) to either Deborah Ben-Canaan at dbencanaan@mlaglobal.com or Melba Hughes at melba@mlaglobal.com, or to the MLA recruiter who contacted you about this position. Please do not contact the Organization directly; all resumes will be routed back to MLA and create delays.

GENERAL COUNSEL

Overview: As a member of the senior leadership team and reporting to the President, the General Counsel oversees and directs all of the day-to-day legal and related business affairs of the John F. Kennedy Center for the Performing Arts, the National Symphony Orchestra, Washington National Opera, and their respective affiliated entities. The GC provides ongoing legal counsel related to the operations and initiatives of these entities and programs as well as strategic and governance counsel to their respective senior management teams and the Boards of Trustees. S/he manages a staff of in-house lawyers and a paralegal as well as multiple paid and pro-bono outside counsel.

Organization: The Kennedy Center, located in Washington, DC, is a world premier performing arts organization and the nation’s cultural center. Diversity is a critical component of its mission, vision, and values. The Kennedy Center’s staff exhibits a wide variety of perspectives and experiences which enable it to foster and strengthen an environment of diversity and inclusion.

Compensation: Competitive and commensurate with experience.

Experience: 15+ years’ experience as a practicing attorney, with specialized experience in the areas of contracts and negotiations (federal and non-federal), non-profit, intellectual property, licensing and technology agreements, and human resources related matters; 10+ years’ experience leading a team of attorneys performing related work is required.

Location: Washington, DC.

Relocation: Yes.

Bar Admission: Member in good standing of the District of Columbia bar or ability to waive into the District of Columbia bar within a reasonable time following the commencement of the position.



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Organization Overview

The Kennedy Center is a world premier performing arts organization and the nation's cultural center. Diversity is a critical component of its mission, vision, and values. The Kennedy Center's staff exhibits a wide variety of perspectives and experiences which enable it to foster and strengthen an environment of diversity and inclusion.

The Kennedy Center's Mission Statement is: "As the nation's performing arts center, and a living memorial to President John F. Kennedy, we are a leader for the arts across America and around the world, reaching and connecting with artists, inspiring and educating communities. We welcome all to create, experience, learn about, and engage with the arts."

The Kennedy Center, which opened on September 8, 1971, is located on 17 acres overlooking the Potomac River in Washington, D.C. The Center continues its efforts to fulfill President Kennedy's vision by producing and presenting an unmatched variety of theater and musicals, dance and ballet, orchestral, chamber, jazz, popular, world, and folk music, and multimedia performances for all ages.

For more information about the Kennedy Center, please visit: www.kennedy-center.org.

In September 2019, the Kennedy Center opened The REACH. With this, the Kennedy Center has become one of the nation's most interactive and inspiring arts & culture destination, where everyone truly belongs. The REACH is where friends and family can relax and be a part of something entertaining, enlightening, and perhaps even unexpected every day of the year.

The REACH gives people the freedom to immerse themselves in the creation of art in real time. Visitors can jump on in, get up close, ask questions, dig deeper, touch it, feel it, challenge it, respond to it. Feel empowered, renewed, and ready to take action, knowing art and culture are ultimately what ONE makes it.

In an age where inclusivity, transparency, interactivity, and accessibility are more vital to understanding the world, each other, and ourselves than ever before, we all need a place that breaks down the boundaries between those who "create" and those who "observe." The REACH is where the audience, the artist, and the art itself can be one and the same, simultaneously informing and transforming the other.

Discover something new and see how different forms of artistic expression—even types one might not think go together—can be bound into an experience more powerful and profound than the sum of its parts. The Kennedy Center and the REACH are where these unlikely "mashups" are now free to happen all the time to spark one's imagination, touch the soul, and forge new paths of creative possibility.

For more information on The REACH, please visit: <https://cms.kennedy-center.org/festivals/reach/inspiration>.



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Position Overview and Requirements

As a member of the senior leadership team and reporting to the President, the General Counsel oversees and directs all of the day-to-day legal and related business affairs of the Kennedy Center, the National Symphony Orchestra, Washington National Opera, and their respective affiliated entities. The GC provides ongoing legal counsel related to the operations and initiatives of these entities and programs as well as strategic and governance counsel to their respective senior management teams and the Boards of Trustees. This individual manages a staff of in-house lawyers and a paralegal as well as multiple paid and pro-bono outside counsel.

Duties and Responsibilities:

- Lead the delivery of expert legal advice and counsel for the Center in a proactive, timely, and responsive manner.
- Provide general legal services to all Kennedy Center departments and boards including the Kennedy Center Board of Trustees, the Washington National Opera and the National Symphony Orchestra.
- Provide counsel on governance and business matters to the Kennedy Center, National Symphony Orchestra and Washington National Opera Boards.
- Serve as a key strategic partner and resource to President and senior management.
- Oversee and manage an internal legal team, as well as outside paid and pro bono counsel.
- Provide legal advice and oversight with respect to personnel and employment issues, entertainment and production issues, union and collective bargaining agreements and issues, copyright and trademark and all intellectual property matters, not-for profit tax issues, EEO and affirmative action, general corporate matters, legislative and regulatory matters, relations with federal departments and agencies, licensing and merchandising agreements, donative and sponsorship agreements.
- Oversee drafting, review, and negotiation of all contracts including but not limited to performing arts (production, presentation and license arrangements; artist and vendor agreements); employment and contractor agreements; intellectual property, leases and event related agreements.
- Define and develop legal policies and procedures, legal operating guidelines, and legal compliance review.
- Evaluate emerging legal issues utilizing a solutions-oriented framework.
- Oversee and manage federal tort claims and act as Ethics Officer.
- Provide legal advice on federal contracting matters.
- Oversee risk management program (liability, D&O, Employed Lawyers and property).
- Undertake special projects for the President, Chairman and Board of Trustees.
- Respond to the needs and requests of Kennedy Center management and staff in a professional and expedient manner; adhere to all employer policies and procedures; oversee other duties as assigned.



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Qualifications and Skills

Education:

- JD from an accredited law school.
- Member in good standing of the District of Columbia bar or the ability to waive into the District of Columbia bar within a reasonable time following the commencement of the position.

Required Experience:

- 15+ years' experience as a practicing attorney, with specialized experience in the areas of contracts and negotiations (federal and non-federal), non-profit, intellectual property, licensing and technology agreements, and human resources related matters.
- 10+ years' experience leading a team of attorneys performing related work.
- Some demonstration of interest in mission-oriented, non-profit organizations.
- Experience managing and supervising a comparably sized legal team, including other attorneys and support staff.
- Experience with cost-effective management of outside legal resources.

Personal Traits and Attributes:

- Outstanding written and oral communication skills. An effective communicator who knows who to adapt to many different audiences.
- A true passion for the Kennedy Center mission and for the arts.
- Ability to think strategically, creatively and proactively to identify and resolve legal and business issues.
- A "working" general counsel who can be both strategic and operational.
- Ability to work with multiple departments, frequently "shift gears" rapidly with little notice while simultaneously meeting multiple and competing deadlines.
- Ability to work with multiple boards and advise on governance and business matters.
- Expertise and confidence to gain respect of internal and external partners.
- Excellent judgment and analytical skills.
- A high level of emotional intelligence.

Benefits

- The Kennedy Center offers a comprehensive range of benefits to all full-time employees including: Medical, Dental, Vision, Paid Time Off, Paid Sick Leave, and a matching 403(b) Retirement Plan.
- Additional benefits include: Commuter Programs, Education Assistance Programs, Social Activities, and other employee discounts and specials.

The Kennedy Center is an Equal Opportunity/Affirmative Action employer. All qualified applicants will receive consideration for employment without regard to sex, gender identity, sexual orientation, race, color, religion, national origin, disability, protected veteran status, age, or any other characteristic protected by law.



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Process

Submit a resume in Microsoft Word format addressed to:

Deborah Ben-Canaan
Partner, In-House Practice Group
dbencanaan@mlaglobal.com

Melba Hughes
Partner, In-House Practice Group
melba@mlaglobal.com

No calls please. You will be required to complete additional documents to be considered for this position.