

Department: Cultural Arts

Position Title: Cultural Arts Coordinator

Classification: Full-Time Exempt Employment

Summary of Position:

The JCC OF NORTHERN VIRGINIA seeks a highly-motivated, creative, outgoing, and collaborative individual to provide support for cultural arts programming that includes theatre, music, dance, literature, visual arts, as well as monthly film programs and our annual Northern Virginia Jewish and ReelAbilities Film Festivals. The Cultural Arts Coordinator contributes to the direction and presentation of all programming, while keeping it consistent with the vision of the cultural arts program and the mission of the JCCNV. The position reports to the Cultural Arts Director.

Qualifications:

- Applicants should have a bachelor's degree and/or three or more years of successful experience as a cultural events programmer/presenter
- Have excellent verbal and written communication skills
- Comfortable working with CRM and ticketing platforms, Microsoft Office, Google Drive
- Have excellent computer and social media literacy
- Can work independently and collaboratively on a flexible schedule in a fast-paced and friendly environment
- Possess a good sense of humor
- Have a passion for the arts
- Knowledgeable (or have a willingness to learn) about Jewish and Israeli arts and culture

Essential Position Duties:

- Assist in the administration and delivery of a comprehensive cultural arts program that includes both professional and community-based programs to a diverse audience of JCCNV members and the community at large
- Set up and staff performances and events, including some evening and weekend hours, working closely with the J's Production and Facilities Manager for in-house events
- Populate and maintain internal and external event calendars for all meetings and programs
- Coordinate volunteer involvement to support staff as needed, particularly for the Book Fair, Northern Virginia Jewish Film Festival
- Research and disseminate screeners for film programs and track incoming committee evaluations, maintain positive relationships with film committee evaluations, maintain positive relationships with film committee members and distributors
- Work with the J's Director of PR and Marketing to increase public awareness through web and print marketing efforts, commanding a social media presence, writing media releases, and conducting artist interviews
- Coordinate with visiting artists and speakers, creating contracts, booking travel and lodging, and gathering publicity materials
- Support development efforts as needed through event data gathering, editing and mailings
- Collaborate with other JCCNV departments for program development and facility use
- Create and actively promote a comfortable and welcoming environment where every member/participant and colleague is treated with dignity and respect in a friendly and personal manner

- Anticipate and be responsive to member/participant needs and requests
- Perform other related duties as required or directed

Hours:

Hours based on cultural arts season schedule and will vary.

Compensation and Benefits:

Salary commensurate with experience. Benefits include medical, vacation, sick leave, retirement plan, membership, and select Jewish holidays.

Point of Contact:

Please send cover letter, resume, and professional references to jobs@jccnv.org.

The Jewish Community Center of Northern Virginia (the J) is a nonprofit organization dedicated to build a strong and vibrant Jewish community through meaningful opportunities to engage in Jewish life. The J welcomes individuals of all ages, abilities, ethnicities, faiths and backgrounds. Our activities span five counties and touch more than 10,000 individuals each year through cultural, educational, wellness programs and Israel celebrations. We build Jewish connection, community and peoplehood with the 70,000+ Jews who call Northern Virginia their home.

The JCCNV is an equal opportunity employer. Applicants to and employees of the JCCNV are protected under Federal law from discrimination based on race, color, religion, sex, national origin, disability, age and genetics.