

## Cultural Arts Program Coordinator

The Jewish Community Center of Greater Washington has an immediate opening for a fulltime Cultural Arts Program Coordinator. The Coordinator will be a highly-motivated, creative individual and an experienced program manager who will develop and execute visual and literary arts programs. S/he must have the drive and passion to connect and engage families through arts and culture. We are looking for an individual who has commitment and enthusiasm. This position calls for a programming generalist with a background in visual arts who can work closely with the Director of Arts and Culture and the Chief Program Officer.

Working in partnership with other community organizations, artists and committees, the Cultural Arts Coordinator will connect members of the community to meaningful arts and culture programming through a Jewish lens. These programs include, but are not limited to, a cultural arts festival, ongoing literary and visual arts programming.

### Essential Functions:

- Literary Arts
  - Assist in selecting authors/performers and developing the book festival schedule.
  - Supervise the Book Festival Box Office including hiring box office staff and development of online ordering component, and overseeing box office activity and staff once open
  - Manage all aspects of author travel prior to and during annual Book/Cultural Arts Festival
  - Assist with creation of book festival schedule and marketing materials.
  - Set up and run Book/Cultural Arts Festival events and Book Store with the Director and committee members.
  - Attend annual Jewish Book Council meetings and Book Expo America (May.)
- Manage JCC Book Clubs (i.e., update website, Center Scene articles, reserve space and manage communication with Book Club lay leaders.)
- Visual Arts
  - Manage and organize all administrative responsibilities associated with gallery exhibitions.
  - Identify and suggest new exhibit ideas through a process developed for selecting artists with a lay committee and networking with other JCCA Gallery Directors to exchange ideas.
  - Coordinate the installation and de-installation of exhibits, utilizing local contractors as needed.
  - Ability to introduce, discuss exhibits with donors, members and the public through individual and group presentations.
  - Provide post-exhibit reports that include number of viewers, sales and evaluation data.
  - Work collaboratively with all departments, including but not limited to preschool, after school, COA, Camp JCC and other JCCGW internal staff to develop value added programming for various groups in the JCC.
- Must be physically present in the building during core business hours on a regular basis.

Benefits include health/dental, life insurance, long-term and short-term disability, paid time off (PTO), holidays, flexible spending account, 403(b), free membership to our on-site fitness center, indoor/outdoor pools and employee discounts to most Center programs. We are conveniently located near two Metro Red Line stations and have free on-site parking.

To be considered, please email resume, cover letter and salary requirements to [jobs@jccgw.org](mailto:jobs@jccgw.org).