



United Jewish Federation
OF TIDEWATER



POSITION TITLE: Cultural Arts Coordinator
CLASSIFICATION: Full Time/Exempt
REPORTS TO: Program Director

Position Summary

The Cultural Arts Programming Coordinator is responsible for the development, implementation, and evaluation of Jewish and Israeli cultural arts programs, events, exhibits and celebrations of the Simon Family Jewish Community Center. This includes direct responsibility for assigned program support personnel for all programs within Cultural Arts.

Key Responsibilities

Leadership

- Assists the Program Director in long range planning, including business planning and strategic goal setting for cultural arts programming within the JCC Strategic Plan
- Ensures the successful implementation of vibrant programs for all adult population segments which are current with modalities of Judaic culture (under 40/over 40 populations)
- Provides guidance and leadership to Cultural Arts Committees
- Works closely with the Program Director and Marketing Director to ensure the development, marketing and promotion of programs to maximize participation and financial viability of programs
- Develops and implements strategic approaches to cultural arts programming
- Works closely with Director of Development and JCC Development Associate to solicit donations and fosters donor cultivation, relations and sponsorships, especially those who are patrons of the arts, to develop a strong commitment for the Cultural Arts and Jewish Programming
- Develops new and expands relationships with organizations and business in the Jewish and greater community that will enhance commitment and participation to cultural arts programming

Management, Supervision and Program Implementation

- Responsible for all aspects of development and direct implementation including the branding, marketing plan, fundraising plan and operating budget of:
 - Film Festival
 - Book Festival
 - Israel Today series programming
 - Community Israel Fest/Yom Ha'atzmaut celebration
 - Special event and on-going Israel Awareness and Cultural programming
 - Outreach programming (i.e. ODU Institute of Jewish Learning and Interfaith Understanding, Beth Shalom Village, JCC Seniors, and JFS)
 - Art Gallery

- Other programming as developed
- Follows up or ensures follow-up with new attendees to maximize continuing engagement and participation as well as donor development
- Prepares yearly budget and maintains fiscal responsibility for all expenditures and income for all programs and services within cultural arts programming
- Ensures the cultural arts programming activities are coordinated with other JCC and UJFT programs to maximize participation, impact and benefit to JCC members
- Develops and monitors measurable program objectives and evaluations and provides regular reports on progress and results
- Coordinates volunteers as needed

Qualifications

Minimum Education/Experience

- BA/BS degree from an accredited college or university
- 5+ years of experience in special events, implementation and management in a cultural arts or Jewish communal agency environment, preferred
- 3+ years of experience in the areas of staff supervision, program development, budget, marketing, implementation and evaluation
- Supervisory experience preferred

Required Skills, Competencies and Attributes

- Strong customer focus, both internally and externally and the ability to foster this attitude and skill in others
- Highly creative, knowledgeable and current in methodologies and approaches to engage multiple audiences
- Ability to effectively manage guest artists, presenters, etc.
- Organized and detail-orientated in the ability to develop, plan, organize and implement programs and services
- Working knowledge of short and long-term planning, budgeting, and program development
- Ability to build strong partnerships in an environment of collaboration, both internally and externally
- Expertise in program research, development, implementation and evaluation
- Ability to develop and sustain a team approach to program and service development
- Excellent ability to adapt communication and interpersonal style to various audiences
- Experience with the Microsoft Office Suite
- Ability to communicate effectively with others, both verbally and in writing
- Understanding, appreciation and passion for the mission and values of the JCC and UJFT
- Strong knowledge of Jewish heritage, values, traditions and culture
- Willingness to work evenings, weekends and holidays as required
- Willingness to perform other related duties as needed, required or assigned

The United Jewish Federation of Tidewater/Simon Family Jewish Community Center is firmly committed to a policy of equal employment opportunity for all qualified persons without regard to race, color, religion, national origin, age, gender, sexual orientation, non-disqualifying disability or veteran status.