



POSITION TITLE: Arts + Ideas Manager
CLASSIFICATION: Full Time/Exempt
REPORTS TO: Director of Community Programs

Position Summary

The Arts + Ideas Programs Manager 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/United Jewish Federation of Tidewater. This includes direct responsibility for assigned program support personnel for all programs within Arts Programming.

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

EOE

Submit resume and cover letter with salary requirements to: [resumes @ujft.org](mailto:resumes@ujft.org)