



We have an opening at the Jewish Community Center for a full time **Director, Literary and Jewish Arts** to join our Jewish Programming and Cultural Arts team. This position is primarily located at our Creve Coeur facility.

Full time staff at the J are eligible for medical and dental insurance, life and long-term disability insurance, additional voluntary insurance options, pension funded by the J and 403b for your retirement savings, paid vacation, holidays and sick time, membership and program discounts.

**Summary:**

The Director of Literary and Jewish Arts is responsible for overseeing all aspects of planning, development, and implementation of the two week long St. Louis Jewish Book Festival (JBF) in November as well as the Jewish Arts & Soul Project (JASP) programs and other special events throughout the year. JBF responsibilities includes author/talent selection and booking, budget development and meeting of budget goals, securing funds from current and potential individual and corporate donors, overseeing a large volunteer committee and working with JCC marketing team to promote, outreach, and grow audiences. JASP responsibilities include program creation and scheduling (occurring approximately two times per month), securing and hiring artists and teachers, marketing the program, working with a committee, recruiting participants and assisting with registration and program evaluation.

**Essential Duties and Responsibilities:**

- Conduct author searches, including negotiation & selection in coordination with Jewish Book Council and Book Expo America as appropriate
- Schedule & coordinate author presentations including arrangement of travel to and from St. Louis and creation of festival events & elements.
- Over-see media relations, PR & publicity for all assigned programs & events; including writing of Festival brochure and press releases in collaboration with JCC Marketing Department
- Working collaboratively with JCC Development Staff to recruit, solicit, and retain festival sponsors and co-sponsors, inclusive of in-kind donations as appropriate.
- Recruit, retain, and manage Festival volunteer planning committee.
- Maintain accurate data bases of committees and subcommittee members, patrons, sponsors, and co-sponsors
- Manage the Jewish Book Festival Store including ordering books from local independent bookstore, local authors, and setting up systems for book sales and bookstore volunteers.
- Develop and implement two Jewish Arts and Soul programs each month according to project parameters. Schedule JASP programs so as not to conflict with other major J or Jewish community programs

- Interview, hire, and work together with JASP artist, teachers, and workshop leaders in planning for each program according to agency HR policies and guidelines
- Work closely with JCC Marketing Department to develop and implement sales/marketing operating initiatives and budgets.
- Develop the budgets for the programs, and monitor for progress on a monthly basis as a part of annual goals for program.
- Ensure excellent customer service and customer responsiveness to both inside and outside customers.
- Understand and be committed to the mission and vision of the Jewish Community Center. Be knowledgeable about the JCC and its programs. Be an advocate for the JCC and its programs and staff. Participate in and promote both programs and events.
- Develop and ensure effective collaboration with relevant Jewish and general community organizations and with other staff throughout the JCC.
- Develop and implement strategies for improving program participation and financial outcomes for events.
- Develop plans to evaluate programs relative to mission and goals for the JCC using existing Logic Models and survey technology. Ensure that JCC goals are used in evaluation process.
- Other duties as assigned by supervisor.

#### **Qualifications**

- BA/BS in Fine Arts, Writing, Communications, Public Relations, Publishing, Event Planning or related field is required. MA/MS preferred.
- Excellent communication-both written and oral, leadership and interpersonal skills are required.
- Major event planning experience required.
- Scheduling flexibility to attend occasional evening and or weekend events or meetings.
- Prefer experience/success increasing programming participation in both for profit and not for profit environments. Should have understanding of marketing strategies for program growth.
- Ability to anticipate and solve practical problems or resolve issues.
- Must be highly skilled in MS Office suite (Word, Excel, Access, Outlook, PowerPoint).
- Prefer knowledge of Jewish traditions and culture.
- Prefer knowledge of literature and book publishing field.
- Prefer experience in Board and Lay Committee interface.

To learn more about the J and all the many great programs and services we provide, please see our website: [www.jcctl.org](http://www.jcctl.org).

To apply for this position, please send your resume, cover letter and completed J application to [careers@jcctl.org](mailto:careers@jcctl.org). Please state the position you are applying for in the subject line of your email. The J's application is available for printing on the employment section of our website. Note that this is not an online form.

The J is an Equal Opportunity Employer and participates in the Department of Homeland Security's E-Verify program.