



The Jewish Community Center is seeking a seasonal, part time **Program Coordinator** for the Gesher Music Festival of Emerging Artists. This position begins in March of 2019 for the Festival which takes place August 15-19, 2019 with outreach concerts beginning the week prior. Candidates must have the flexibility of schedule to work days, evenings, and weekends in support of Festival events. The weekly schedule for this position is flexible and expected to be approximately 10 hours per week during March, April and May, 15 hours per week during June and July, and 23 hours per week in August.

Summary:

This position manages all logistical aspects of a one week chamber music festival (Gesher Music Festival). These responsibilities include a broad array of tasks from arranging for musician housing to selecting outreach venues/partnerships, to foreseeing potential problems and developing solutions in order to bring together the whole event.

Responsibilities:

- Select and schedule outreach venues and performances, arranging for payment of fees where applicable. Any required contracts and or certificates of insurance are to be processed following JCC protocol working with the Festival Director and the Sr. Director, Facilities.
- Procure and arrange all musicians housing as well as travel arrangements as needed.
- Determine needs and arrange for rentals of or borrowing of piano and music shells.
- Work with agency Technical Director for JCC venue for lighting and sound arrangements.
- Together with JCC Marketing department prepare and send releases for the media (print, broadcast, social media, JCC website, etc) as necessary. Arrange for advance interviews.
- Together with JCC Marketing department develop and execute a marketing plan which includes posters, fliers, programs, web and print ads, etc. Oversee design, printing, production, and distribution. Manage Festival website and related social media sites.
- Research and develop sponsor contacts for Festival. Work with Festival Director and Development department for additional leads. Contact leads directly or by letter where appropriate.
- Work with Marketing on program ad design and layout.
- Manage and adhere to Festival budget. Submit check requests and invoices for payment following agency protocol.
- Manage Festival volunteers: determine opportunities, work together with JCC Volunteer Coordinator to source volunteers, network with committees for potential volunteers, and provide welcome and instruction to all volunteers.
- Other duties as assigned by supervisor.

Qualifications:

- BA/BS in related field required.
- Two years professional experience in administration of classical music events, symphony, or music festivals preferred.
- Prior experience working with artists and musicians required.
- Prior public relations and marketing experience is desired.

- Must have flexibility of schedule to include days, evening, and weekends in support of Festival events.
- Must have strong customer service and organizational skills.
- Demonstrated experience and proficiency using Microsoft Office Suite (Word, Excel, Outlook, PowerPoint).

For more information about the J, please see our website: www.jccstl.org

To apply, please submit your resume, cover letter, and completed application to careers@jccstl.org . Please be sure to indicate the title of the position you are applying for in the subject line of your email. Applications are available for printing from the Employment section of our website. Note 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.