



# **CULTURAL ARTS DIRECTOR**

## **FULL-TIME POSITION**

### **The J's Vision & Purpose:**

At our core, we believe in inspiring people to live the Jewish lives they want to live. Our dynamic team is guided by our mission: to build and sustain a caring and vibrant community hub that is welcoming to all and based on a solid foundation of Jewish values and with a strong connection to Israel.

### **What We Do:**

From daycare to seniors' programs, fitness to recreation, Jewish learning to holiday celebrations, and everything in between, the J provides life-changing programs infused with Jewish values that inspire and enrich our members and provide a best-in-class experience. Our programs and events are centered around enriching Jewish life and helping nurture awareness and appreciation of Jewish values

### **The Right Cultural Arts Director:**

Under the direction of the Chief Officer of Programs and Outreach, the Cultural Arts Director is responsible for leading the delivery of arts-based programs and events for both the Schwartz/Reisman Centre and Prosserman JCC and managing the programming and rental coordination for the newly built Leah Posluns Theatre. This position is responsible for managing the daily operations and growth of cultural arts in the JCC and includes the following:

- **Strategic Planning and Vision** - leading the process to define and implement program strategy.
- **Programming** - designing a unique series of programs for the Leah Posluns Theatre and continually innovating the offerings and curriculum of the visual arts based-based programs.
- **Operations** - overseeing the daily operations to ensure high quality programs are offered, including developing and implementing policies and procedures.
- **Communications** - representing the J on the Kultura Collective Committee, JCC Reads Committee and the Cultural Arts Taskforce.
- **Build Capacity** - developing and implementing strategies to build lasting and meaningful relationships with members and partnerships with community organizations, audiences, staff, stake-holders, collaborators, and volunteers.
- **Volunteer Management** - recruiting, training, and establishing relationships with volunteers to work as ushers and program aids.
- **Outreach and Marketing** - liaising with the Marketing Department to promote programs, events, and rental sales to expand current and uncover new markets.
- **Finances - preparing and administering** budgets, monitoring and analysing expenditures and revenues for the Leah Posluns Theatre and arts-based programs. In addition, the Cultural Arts Director pursues grants and other funding opportunities, as appropriate.

### **Qualifications and Skills:**

- Knowledge and skills generally associated with the completion of a four (4) year Bachelor Degree in any of the following areas: Cultural Planning, Theatre Management, Performing Arts, Art History, Arts Administration, Event Planning, Recreation, or a related field plus six (6) years of progressive work experience, three (3) of which is in a supervisory capacity, in the Arts and Culture field.
- Sound knowledge of issues, trends and best practices related to theatre management, rental and event coordination, volunteer coordination, and visual and performing arts programming.
- Background or interest in Jewish education and enrichment
- Proficiency in Microsoft Office (Outlook, Excel, Word, Power Point).
- Established skills and experience in project management, event planning, strategic planning, facilitation, community development, cultural planning, volunteer management and public relations are strong assets.
- Sound knowledge in the supervision of risk management of events, programs, and facilities.
- Strong multitasking skills and flexibility to meet varying deadlines; independent self-starter with the ability to work irregular hours, including evenings, weekends and on-call as necessary.
- Proven ability to effectively collaborate with internal team, cross-functional team, and external parties in a rapidly growing environment.



- Outstanding verbal and written communication skills and the ability to present at public platforms.
- Experience in the creation, implementation, and management of event and departmental budgets.
- A strong knowledge and understanding of Jewish culture, traditions and a connection to Israel.

### **Change Lives, Work, & Grow with Us:**

Work with some of the most passionate, driven, and effective community builders in the world and be part of an environment which will challenge you and empower you to keep learning and growing. What else can you expect?

- Swim, workout, and enjoy our programs with a free Family Membership at the J.
- Jewish holiday community celebrations & paid time off to enjoy the Jewish holidays with your family.
- Comprehensive wellness benefits and commitment to your training and career growth.
- Of course, all of this also comes with a market competitive salary.

### **How to Apply:**

We welcome all applicants. Accommodations during all phases of the hire process will be made wherever possible. If you are interested in and well qualified for this exciting opportunity, please submit your resume in confidence via e-mail no later than **July 23, 2021** to [jennifer@prossermanjcc.com](mailto:jennifer@prossermanjcc.com). Please clearly state the job title in your email subject line. Along with your resume and cover letter, please also submit an up-to 2-minute (max.) video recording answering the question: **What is the greatest impact you can make to the J by being part of the Programming Team?**

**We appreciate your application, however we will only be contacting the candidates we wish to interview.**