Department: Cultural Arts

Position Title: Film and Arts Coordinator

Classification: Full-Time Exempt Employment

Summary of Position:
The POZEZ JCC OF NORTHERN VIRGINIA (the J) seeks a highly-motivated, creative, outgoing, and collaborative individual to coordinate our year-round film programs, which includes Northern Virginia Jewish Film Festival (each fall), ReelAbilities Film Festival: Northern Virginia (each spring), and our Cinema J series (ongoing). The Film and Arts Coordinator contributes to the direction and presentation of the J’s film programs, while keeping them consistent with the vision of the cultural arts program and the mission of the J. The Northern Virginia Jewish Film Festival attracts nearly 2,000 attendees, celebrating the scope of Jewish life, culture, and identity on the big screen. The ReelAbilities Film Festival: Northern Virginia is dedicated to promoting awareness and appreciation of the lives, stories and artistic expressions of people with disabilities attracts over 750 attendees, and is one of 15+ cities hosting events presented by ReelAbilities International, headquartered at the JCC of Manhattan, NY. The Cinema J programming screens diverse films for intimate audiences and large crowds. This position reports to the Arts and Ideas Director and works closely with the Cultural Arts Manager.

Qualifications:
• Bachelor’s degree and/or three+ years experience in film/events programming and presentation
• Excellent verbal and written communication skills, computer and social media literacy, ability to work independently and collaboratively with colleagues and lay leaders, possess a good sense of humor
• High energy, eloquent, people-person, able to command a presence in a room and offer exceptional customer service in-person, by phone, and over email
• Passion for film and the arts
• Knowledge and experience in Jewish (and Israeli) arts and culture is a plus

Essential Position Duties:
• Provides support for cultural arts programming that may include performing arts, literature, and visual arts events
• Assist in the administration and delivery of two (11-day) film festivals and year-round film programming to a diverse audience of J members and the community at large
• Continue existing partnerships with collaborators and venues, including local arts and community organizations (Jewish and non-Jewish), and forge new organizational relationships
• Serve as the primary contact for off-site screening venues
• Work closely with the J’s Production and Facilities Manager for in-house events, providing detailed event set-up plans
• Coordinate event logistics including staffing, presenter travel and hospitality, and box office
• Drive the film selection process: research and disseminate screeners for festival committee members and track incoming evaluations
• Maintain positive relationships filmmakers and distributors with open communication and timely payment of screening fees
• Populate and maintain internal and external event calendars for all meetings and programs
• Coordinate volunteer involvement by attending, planning, and creating agendas for monthly Festival Committee Meetings
• Recruit and train additional volunteers as needed
• Maintain positive relationships with all festival chairs and committee volunteers
• Act as spokesperson for all arts programs in order to continue cultivating the audience from within the J’s membership as well as the community at large
• Work with the Arts Staff, in partnership with the J’s Marketing Staff to increase public awareness through web and print marketing efforts, commanding a social media presence, assist in writing media releases, and conducting artist interviews
• Work with the Arts Staff, in partnership with the J’s Development Staff, to identify and cultivate individual, corporate, government, and foundation funding sources
• Coordinate with visiting speakers, creating contracts, booking travel & lodging, and gathering publicity materials
• Participate in major functions at the J as well as functions and occasional meetings for other agencies
• Create and actively promote a comfortable and welcoming environment where every member/participant and colleague is treated with dignity and respect in a friendly and personal manner
• Anticipate and be responsive to patron needs and requests
• Perform other related duties as required or directed

**Hours:**
Full-time. Hours are based on program needs, and schedule and will vary according to the season.

**Compensation and Benefits:**
Salary commensurate with experience. Benefits include medical, vacation, sick leave, retirement plan, J membership, and select Jewish holidays.

**Point of Contact:**
Please send cover letter and resume to Jobs@theJ.org.

The Pozez Jewish Community Center of Northern Virginia (the J) is a nonprofit organization dedicated to building a strong and vibrant Jewish community through meaningful opportunities to engage in Jewish life. The J welcomes individuals of all ages, abilities, ethnicities, faiths, and backgrounds. Our activities span five counties and touch more than 10,000 individuals each year through cultural, educational, wellness programs and Israel celebrations. We build Jewish connection, community, and peoplehood with the 70,000+ Jews who call Northern Virginia their home.

The Pozez JCC is an equal opportunity employer. Applicants to and employees of the Pozez JCC are protected under Federal law from discrimination based on race, color, religion, sex, national origin, disability, age, and genetics.