

POSITION DESCRIPTION

Organization: Boulder Jewish Community Center [Boulder JCC]
Job Title: Director of Arts, Culture, and Education (ACE)
Department: Programs
Reports to: Senior Director of Programs
FLSA Status: Exempt

ABOUT THE BOULDER JEWISH COMMUNITY CENTER

The Boulder Jewish Community Center's [Boulder JCC] mission is to provide programs and services based in Jewish values and traditions in a place where people of all ages and backgrounds gather to connect, exchange ideas, learn, and grow. The Boulder JCC is recognized for its innovative approaches to community engagement with the next generation and families through meaningful experiences and philanthropy.

The Boulder JCC recently completed building its new 52,000 square foot facility sitting on a beautiful 10-acre campus in East Boulder. As a community convener and one of the central addresses of Jewish life in Boulder County and beyond, the Boulder JCC prides itself on offering a wide array of community programming including one of the best Boulder preschools, day camps, after school classes, and arts and culture programs serving infants, toddlers, youth, families, teens, young adults, and adults. The new Boulder JCC further fulfills its mission by being a primary destination for all of Boulder County as a place for meetings, celebrations, fundraisers, and other community events.

The staff at the Boulder JCC is hard working, collaborative, passionate, and committed to mission. The team is driven by a desire to serve the community broadly and deeply. The organization continually strives to improve its delivery of content and services with a focus on its values. The Boulder JCC endeavors to hire individuals who are committed to the JCC's values, believe in the power of community and want to help grow a dynamic organization.

Since its founding as an adult Jewish educational organization in 1980, ACE has built an outstanding reputation for excellence in cultural arts programming. Our programs foster social and intellectual engagement, and enhance an appreciation for the restorative power of the arts. ACE's mission is to provide enlightening and entertaining arts, cultural and educational programs for the Jewish community and the community at large. ACE's arts, culture and educational programs attract all segments of the population, create a gathering place for the full spectrum of the community, and serve as a gateway to the Jewish community. We remain committed to enriching community life by presenting the very best programs in arts, culture and education, always designed to fulfill the JCC's community-building mission. ACE formed a partnership with the Boulder JCC in 2000, and now functions as an independent department of the BJCC.

JOB SUMMARY

The Director of Arts, Culture, and Education has primary responsibility for the development, implementation, and management of arts, culture, and educational programming, as well as other activities taking advantage of Boulder's unique offerings. This leader will ensure that programming aligns with BJCC's mission while supporting the interests of the community and reflects responsible stewardship of BJCC's resources. This position will be responsible for ensuring the highest quality programming through the development of innovative and engaging programs.

KEY RESPONSIBILITIES

Program Leadership

- Develop, plan, and execute arts, culture, and educational programming for BJCC's community. This includes, but is not limited to film, literature, music, dance, visual arts, and programs with Jewish content.
- Develop participatory activities for the BJCC's adult community and provide opportunities to explore the greater Boulder community.
- Maintain an understanding of target audiences, their needs and priorities, and develop and refine program offerings.
- Create annual program plan that includes an assessment of other community offerings to ensure unique offerings, competitive pricing, and fiscally sound programming.
- Work with program team and others within BJCC to develop program materials, pricing, and protocols.
- Manage and participate in all elements of program implementation, including:
 - Logistics
 - Marketing Materials
 - Instruction/Facilitation
 - Evaluation
 - Registration
 - Volunteers
- Provide written descriptions of programs to Marketing for website, emails, program guide, and articles for Boulder Jewish News.
- Identify internal partnership opportunities and collaborate with arts agencies and other Jewish organizations.

Partnership and Relationship Building

- Develop relationships with community partners to foster communication, encourage continued engagement with BJCC.
- Attend and participate in relevant meetings and events to strengthen BJCC's connection with community and target audience(s).
- Represent BJCC within Boulder's Arts Community.
- Lead, build, direct, and manage collaborative volunteer committees.
- Partner with others within BJCC to ensure the quality and effectiveness of programming.

- Partner with other Program Directors to ensure synergies in program delivery, staff development, learning across program areas, shared programming opportunities.
- Work with Senior Director of Programs to ensure alignment with BJCC mission, address challenges and opportunities.
- Coordinate with Development to ensure proper recognition of donations/grants.
- Collaborate with Marketing Team to develop program promotional and communications materials.
- Establish clear expectations around timing and target audiences
- Work with Finance team to ensure proper recording of program revenues and expenses. Oversee budget with quarterly reports/meetings with Finance.

ACE Team Management

- Build relationships with direct report(s)/staff to recognize their unique gifts and dedication to BJCC.
- Coach, develop and support program staff to maximize their effectiveness in program management and delivery as well as their personal growth.
- Participate in hiring full-time/part-time staff and/or contractors.

Program Evaluation

- Work with Senior Director of Programs to develop relevant metrics for individual programs and program portfolio.
- Analyze current programming to evaluate outcomes, community impact, and financial impact.
- Manage to program budget(s)
 - Review all variances with Senior Director of Programs.
 - Ensure accounting of revenues and expenses is done properly.

SKILLS AND QUALIFICATIONS

- Bachelor's Degree
- Five or more years of relevant program experience developing and implementing art, cultural, and educational programming
- Demonstrated commitment to community engagement and inclusiveness
- Ability to work independently and collaboratively
- Strong interpersonal and relationship building skills
- Experience working with volunteers
- Knowledge and experience with fundraising and sponsorship
- Excellent oral and written communication skills
- Highly organized and efficient
- Knowledge of the arts and the Jewish experience

- Must be available for some evenings and weekends

TO APPLY

Please submit a cover letter and resume to jobs@boulderjcc.org.