Job Announcement
Job Title: PT Arts and Culture Associate

WAGE: $13.75 - $14.25 per hour
STATUS: Part time approx. 25 hours per week

Are you passionate about Jewish culture and the arts and looking to grow your skills while enhancing programming by assisting the Arts and Culture Manager with outreach, program expansion, and program support? We want to hear from you!

JOB SUMMARY: The **Arts and Culture Associate** will provide administrative support to the Arts and Culture Manager including assisting in the organization and planning of cultural arts programs, activities and special events which may include Summer Concert Series, JCC Gallery Exhibits, Author Series, Family Programs, etc.

ESSENTIAL RESPONSIBILITIES AND DUTIES:

Under the direction of the Arts and Culture Manager, correspond with event providers to confirm details as well as assists in yearly budgeting, planning quarterly program guides, etc.

Communicate with lecturers, instructors and co-sponsors regarding logistical and publicity needs.

Work with the MJCC Marketing Dept. to create flyers for events and programs.

Provide logistical support as needed at events including evenings and weekends.

Document participant attendance and correspond as needed.

Update online community calendars to ensure accuracy of event dates and locations.

Collaborate with local Jewish agencies, program providers, synagogues, and community leaders to effectively leverage community resources and ensure that MJCC is viewed as a quality event partner and supporter of broader community goals and objectives.

Organize logistics for gallery exhibitions, install artwork, and plan associated receptions.

Provide support to the Arts and Culture Manager in maintaining existing partnerships and collaborating with arts and community organizers to develop new relationships.

Collaborate effectively with all other MJCC departments to support seamless service delivery and positive experiences for members.

Other duties as assigned/needed.

QUALIFICATIONS: Any combination of experience and training that demonstrates the ability to perform the duties of the position. This would typically include:

- One year responsible experience assisting in the organization and execution of programming at a community center, synagogue, or similar organization.
- Considerable knowledge of Jewish culture and religion.

- Passion and understanding for arts and culture.
- Basic knowledge of marketing and communication planning.
- Reliable transportation to attend meetings and events in the Portland Metropolitan Area.
- Knowledge of CRM databases preferred
- Working knowledge of MS Office, especially Excel and Word.
- Strong verbal and written communication skills.
- Ability to prioritize, organize and execute work independently, sometimes under the pressure of time-sensitive deadlines;
- Ability to meet and deal courteously and effectively with MJCC staff, members, and a variety of community stakeholders.
- Ability to remain flexible and have a sense of humor especially under pressure.
- Ability to work a flexible schedule, including evenings and weekends as well as some holidays.

This job operates in an office and community center environment. This role routinely uses standard office equipment such as computers, phones, photocopiers, filing cabinets and fax machines.

TO APPLY: Apply online at our website: www.oregonjcc.org (select "About Us," then select "Employment"). Applications may also be obtained at Mittleman Jewish Community Center, 6651 SW Capitol Hwy, Portland OR, 503.244.0111.

The Mittleman Jewish Community Center (MJCC) has been serving families in the Portland area since 1914. From its beginning, the Center has always served all families without regard to religion, background or ability to pay. The Center welcomes people of all faiths and backgrounds for cultural events, sports classes and leagues, a state-of-the-art fitness facility, afterschool activities for kids and drop-in childcare. Over 1,000 people come through the doors daily. The MJCC is open to everyone!

MJCC IS AN EQUAL OPPORTUNITY EMPLOYER