

## **Edlavitch DC Jewish Community Center (EDCJCC)**

**Position:** Event Manager

**Status:** Part-Time (30hrs)

**Reports to:** Director of Member & Guest Services

### **Who we are:**

Guided by Jewish values and heritage, The Edlavitch DC Jewish Community Center (EDCJCC) engages individuals and families through its cultural, recreational, educational, and social justice programs by welcoming people of all backgrounds to connect, learn, serve, and be entertained together in ways that reflect the unique role of the Center in the nation's capital.

Located at the corner of 16<sup>th</sup> and Q Streets NW, the EDCJCC boasts a 65,000 square foot historic building offering diverse programs including theater, cinema, social, educational, recreational, professional meetings, and child and family events.

### **Who you are:**

You are positive and organized and thrive in an environment that challenges you to find flexible and creative solutions to support a wide variety of programs and events. You enjoy building relationships with EDCJCC program managers and rental clients and working in a collaborative team environment. You have a demonstrated track record of developing sales leads and cultivating client relationships, promoting venues, and exceeding revenue goals. You consistently follow-up and follow through on the large and small details and have exemplary organization skills and possess a keen knowledge of all aspects of event production and delivery.

### **About the role:**

The EDCJCC is seeking a Part-Time (30hr) Event Manager to lead the strategy and execution of the Center's event rental program. The Event Manager is responsible for the oversight and scheduling of EDCJCC spaces reserved for internal and external programs/events. The manager coordinates with internal programmers and support staff to provide quality program operations, while expanding opportunities for earned revenue through external event rentals. The manager reports directly to the Director of Member & Guest Services and works closely with the Facilities Manager.

### **KEY RESPONSIBILITIES:**

- Develop a proactive strategy to expand and solicit new business for rentals at the EDCJCC and expand our rental client base.
- Expand the online program presence and develop strategic advertising plans.
- Proactively build relationships with local event planners, businesses, individuals, and DMV rental organizations to expand our network of clients.
- Assist in the development of annual rental revenue goals as part of the annual fiscal budgeting process.
- Manage all aspect of event production including coordination with client event planners and external vendors, and running A/V for events including sound, lights, streaming, and screen projections.

- Manage end-to-end contracting and payment for all facility rentals including generating of contracts, invoices, set-up plans, and oversight of payments.
- Oversee long-term rental agreements and pursue additional long-term partnerships.
- Cultivate and promote a list of preferred vendors and work with those companies to arrange for provision of services.
- Coordinate with internal teams across the EDCJCC such as the Facilities Manager, CFAO, operations and security teams to ensure that all needs are met for the use of spaces by outside rental groups.
- Recruit and train on-demand event contract staff.
- Maintain EDCJCC master program and event calendar.
- Coordinate booking of facilities by the EDCJCC Board, Board Committees, and other stakeholders for meetings, annual programs, and events.
- Manage ParkMobile event parking program and VIP parking reservations.

## **QUALIFICATIONS:**

- Bachelor's Degree or relevant work experience + High School diploma.
- Experience originating sales leads and cultivating client relationships.
- Demonstrated ability to meet or exceed sales goals.
- A minimum of three (3) years of experience successfully managing program/event production.
- Proficiency with Microsoft Office applications.
- Experience with CRM and database scheduling applications.
- Experience with event layout applications.
- Excellent verbal and written communication skills.
- Strong interpersonal skills.
- Keen attention to detail and organization skills.
- Ability to manage multiple event projects simultaneously.
- A passion for providing outstanding customer experiences.
- Available during business hours, with the expectation that this position will have flexible hours to support events on evenings and weekends as needed. Requires frequent in-person work on evenings and weekends.
- Required to stand, walk, stoop, kneel, lift 40 lbs., and assist in the set up and break down of events.
- ABRA certification (preferred)
- Authorized to work in the United States.

## **COMPENSATION AND BENEFITS:**

- Part-time hourly (30 hrs); year-round; on-site
- Competitive salary range \$25-\$28 per hour
- The Edlavitch DCJCC offers a comprehensive benefits package, including health and dental insurance, HSA, paid time off, 401K, and transportation benefits.
- Access to free or highly discounted EDCJCC programs, such as Fitness Center and pool membership, language classes, theater productions, film screenings, concerts, volunteer opportunities, and more. Discounts on preschool and early childhood programs.

**TO APPLY:**

Send an email with the subject line "Event Manager" with your cover letter and resume to [thowell@edcjcc.org](mailto:thowell@edcjcc.org). Phone calls will not be returned, and only qualified candidates will be contacted.