

JxJ Manager of Operations & Audience Development

Employment type: Full-time, year-round, salaried

Location: Washington, DC; in-person/hybrid

Experience: Minimum of five years

Salary: \$65,000/year

About

The Edlavitch DC Jewish Community Center (EDCJCC) is the Jewish community's address in our nation's capital. Guided by Jewish values and heritage, the EDCJCC engages individuals and families through its cultural, recreational, educational, and social justice programs. We welcome 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.

JxJ is the leader of Jewish film and music cultural arts in the Washington, D.C., Maryland, and Virginia region. From the greatest classics to the latest releases, JxJ presents a broad array of programming, with a strong representation of diverse cultures and international perspectives.

Position Summary

The Manager of Operations & Audience Development supports the planning, promotion, execution, and continuous improvement of a multidisciplinary Jewish film and music program.

The incumbent plays a key role in both operational capacity as well as in identifying and strategically engaging new audiences.

The incumbent conducts audience research and analyzes market trends to inform programming strategy, ensuring that events are both mission-driven and responsive to evolving cultural interests and audience behaviors. Central to the role is the development and oversight of systems that track and integrate programmatic, technical, financial, and audience data, alongside a commitment to continuous operational improvement and forward-looking program planning.

The position's operational requirements also include oversight of film screenings, music performances, and special events.

I. Operational Planning and Management

- Lead end-to-end operational preparation and execution for film screenings, live music performances, festivals, and special events
- Establish and refine systems for scheduling, production planning, ticketing, and event management.
- Develop and maintain short-, medium-, and long-term planning frameworks for regular programs, special series, and major events
- Construct and track key deliverables, timelines, and milestones across [x] program lifecycles. Develop data standards and workflows
- Support booking and scheduling of films and musical artists
- Ensure cross-functional visibility into upcoming programs, deadlines, and resource needs

II. Audience Research and Strategic Audience Development

- Design and implement strategies for gathering audience insights, including surveys, focus groups, and CRM data analysis
- Analyze attendance patterns, pricing sensitivity, demographic trends, and engagement metrics
- Translate insights into actionable recommendations for programming and marketing, including research into opportunities for new channels of promotion and outreach.
- Lead strategic outreach efforts, identifying and engaging partners and communities to catalyze audience growth efforts
- Partner with marketing and development teams to align strategies
- With Director of [x], conduct regular data-driven reviews of existing processes, procedures, and investments to identify inefficiencies and opportunities for growth given limited resources

Qualifications

- 5–8+ years relevant experience
- Experience in live arts operations and programming
- Demonstrated success in outreach and audience cultivation
- Strong project management skills
- Experience with data analysis and CRM systems
- Excellent communication skills
- Ability to work evenings and weekends

Preferred Qualifications

- Established network in music/film communities
- Experience with interdisciplinary programming
- Familiarity with audience segmentation
- Familiarity with Jewish culture and entertainment

Working Conditions

- Evening and weekend work required
- Hybrid remote/in-office schedule options
- On-site event leadership
- Fast-paced environment

Impact of the Role

This role integrates artistic vision, operational execution, and audience insight to ensure programs are well-executed, scalable, and impactful.

TO APPLY

Submit a resume and brief cover letter by email to JxJ Director Mardy Shualy (mshualy@edcjjc.org) with the subject line “JxJ Operations Manager and Audience

Development Application.” Phone calls will not be returned; only qualified candidates who submit complete applications will be contacted.

Frequently cited statistics show that women, trans and nonbinary people, and other structurally marginalized groups apply to jobs only if they meet 100% of the qualifications. The EDCJCC encourages you to break that statistic and to apply. No one ever meets 100% of the qualifications. We look forward to your application. The EDCJCC is an equal opportunity employer