Position Summary:
The Arts + Ideas Program + Operations Manager is responsible for coordinating and executing the curatorial vision of the SJCC Arts + Ideas and festival programs, including overseeing box office, venue, event, and staffing/volunteer relations and contributing to marketing, sponsorship, and outreach efforts as needed. The position prepares for and manages the day-to-day operations including staffing coordination of all Arts + Ideas programs, including the SeaJAM (Seattle Jewish Art + Music) and Seattle Jewish Film Festivals, and helps curate and support year-round Arts + Ideas cultural programs and supports SJCC community wide celebrations as required or as needed.

Essential Duties and Responsibilities:
- Assists with strategy and manages the operations, administration, and planning of SJCC Arts + Ideas activities, including the annual Seattle Jewish Film and SeaJAM Festivals, box office, and programs.
- Plans logistics and negotiates contract(s) for festivals, conferences, programs, and events, with respect to budgets, speakers, entertainment, transportation, facilities, technology, equipment, logistical requirements, printing, food and beverage, hospitality vendors, sponsors, and other related issues.
- Negotiates terms and fees, and executes and administers multiple contracts with facilities, vendors, speakers, entertainers, catering, outside vendors, etc., for service or sponsorship, in accordance with budget constraints and company policies and procedures.
- Monitor event activities to ensure compliance with contracts and applicable regulations and laws, satisfaction of participants, and resolution of any problems that arise.
- Reviews project proposal or plan to determine timeframe, funding limitations, procedures for accomplishing projects, staffing requirements, and allotment of available resources to various phases of projects.
- Manages, plans, and coordinates activities of projects to ensure that goals or objectives of projects are accomplished within prescribed time frame and funding parameters.
- Develop new and maintain sponsors, vendors, in-kind, media, and community and outreach partners.
- Performs all transactional duties in accordance with the Director’s guidance and oversight.
- Regularly performs work on weekends and evenings as needed or to meet applicable deadlines.
- Other duties as assigned.

Supervisory Responsibilities:
This position does not have supervisory responsibilities.
Qualifications:
To perform this job successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed below are representative of the knowledge, skill, and/or ability required.

Education/Experience:
Bachelor's degree (B. A.) from four-year college or university; or four to five years related experience and/or training; or equivalent combination of education and experience.

Computer Skills:
Working knowledge of Microsoft Word, Excel, Outlook, and Powerpoint is required.

Certificates and Licenses:
No specific certificates or licenses required.

Language Skills:
Ability to read and interpret documents such as safety rules, operating and maintenance instructions, and procedure manuals. Ability to write routine reports and correspondence. Ability to speak effectively before groups of customers or employees of organization.

Math Skills:
Ability to add, subtract, multiply, and divide in all units of measure, using whole numbers, common fractions, and decimals. Ability to compute rate, ratio, and percent and to draw and interpret bar graphs.

Reasoning Ability:
Ability to apply common sense understanding to carry out detailed but uninvolved written or oral instructions. Ability to deal with problems involving a few concrete variables in standardized situations.

Physical Demands and Work Environment:
The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent will carry materials (presentation) weighing up to 25 pounds when traveling on business.

Environmental Conditions: The work is typically performed in an office environment, with a moderate noise level. Occasional travel to other areas of the facility may be required, where the noise level is moderate to loud and environmental conditions may include slippery surfaces, crowded areas, or working near moving parts (e.g. exercise equipment). Local travel may be required.