



**Celebrating Jewish & Israeli  
Arts & Culture Together**

## **Project Coordinator**

### **About *ish*:**

Founded as a biennial arts and culture festival, *ish* brings artists and communities together to explore Jewish and Israeli cultural traditions through the arts. *ish* explores the broad spectrum of what it means to be Jewish and Israeli, and presents a dynamic selection of artists, works of art, food, music and cultural activities, from traditional to contemporary, religious to secular, Jewish to non-Jewish. By highlighting diverse Jewish & Israeli voices, identities, traditions, and arts disciplines, *ish* brings authenticity to the representation and complexity of the Jewish & Israeli experience, and responds to Cincinnati's changing Jewish demographic. Learn more at [ishfestival.org](http://ishfestival.org).

### **About the Position:**

- Part Time (approx. 10 hrs/week)  
*with the possibility to extend based on organizational need  
all work will be remote until Public Health Guidelines advise  
otherwise*
- Starting at \$15/hour: 1099 or PT, negotiable and commensurate with experience
- Reports to the Executive & Artistic Director, works collaboratively with the Program & Development Manager & the *ish* Team

## **What You'll Do:**

- Help *ish* plan and execute stellar community programs centered around Jewish & Israeli Arts & Culture in Cincinnati
- Serve as the point of contact for partner organizations on programs in your portfolio.
- Create promotional materials with our design team to assist in the engagement and marketing for events (as possible).
- Build relationships with *ish* program participants to encourage further participation.
- Work collaboratively with the Executive & Artistic Director and her team to accomplish important project benchmarks.
- Work collaboratively to support and track measurements (quantitative & qualitative) and implement evaluation strategies to determine project success.
- Other duties as assigned.

## **About You (Desired Strengths):**

- You bring experience in project management, community programming, organizational leadership, communications, arts & cultural experience, and/or Jewish Studies
- You are experienced in working collaboratively with several different stakeholders to accomplish a shared vision.
- You live in Cincinnati, or will by May 1, 2021
- You have experience using GSuite, Microsoft Office, and Social Media platforms (Facebook, Instagram, etc.)
- You have a deep understanding and appreciation for intersectional programming and community engagement
- You have some knowledge of the Cincinnati Jewish and arts communities or willingness to learn!
- You are comfortable working on a team, in a fast-paced environment, with many projects simultaneously (multi-tasking).
- You can both take direction and take initiative as a self-starter.
- You bring common sense, good judgement, and a sense of humor when working on our team.

**Diversity:**

- *ish* brings artists and communities together to explore Jewish and Israeli cultural traditions through the arts. We value all members of our community, Jewish, Jew-*ish*, and non-Jewish. We believe in building a diverse team to best accomplish our goals. Bring your whole self to work, we like it that way.
- *ish* Festival does not discriminate on the basis of race, color, religion, sex, gender identity, age, national origin, marital status, sexuality, familial status, or ability/disability.

**To Apply:**

- Email Marie@ishfestival.org with "PROJECT COORDINATOR" in the subject line
- Attach a cover letter, resume, and the names & contact information of two (2) references in .pdf format (these can be in separate .pdf documents).
- Applications will be accepted on a rolling basis until the position has been filled.