

POSITION DESCRIPTION- Program in Jewish Studies Internships for Fall 2022

Organization: Boulder Jewish Community Center [Boulder JCC]
Job Title: Boulder Jewish Festival Intern
Department: Reports to the Senior Director of Programs
FLSA Status: Non-Exempt

ABOUT THE BOULDER JEWISH COMMUNITY CENTER

The Boulder JCC's mission is to provide programs and services based in Jewish values and traditions in a place where people of all ages and backgrounds gather to connect, exchange ideas, learn, and grow. The Boulder JCC is recognized for its innovative approaches to community engagement through meaningful experiences and philanthropy.

The staff at the Boulder JCC is hard-working, collaborative, passionate, and committed to mission. The team is driven by a desire to serve the community broadly and deeply. The organization continually strives to improve its delivery of content and services with a focus on its values. The Boulder JCC endeavors to hire individuals who are committed to the organization's values, believe in the power of community, and want to help grow a dynamic organization.

JOB SUMMARY

The Boulder Jewish Festival has been hosted annually for more than 25 years. Presented by the Boulder Jewish Community Center, the event features a full day of festivities, including bands and performances; a Jewish food festival, a curated marketplace showcasing fine art and Judaica, along with family-friendly activities provided by our community organizations. The Boulder Jewish Festival is open to everyone and is an opportunity to connect and learn. At its core, the festival is an event produced for and by the community in celebration of Jewish arts and culture. The festival will be held in June 2022- but the work begins now!

YOU WILL LEARN & EXPERIENCE

- Working with a volunteer committee
- Rebooting a beloved community event after a two year hiatus
- Working with numerous community organizations to get understand their needs
- Outreach to artists and restaurants to participate in the festival
- Program logistics

KEY RESPONSIBILITIES

- Support the creation of a Jewish Festival vendor handbook to create standard communication and obligations for artists, food vendors and organizations.
- Support the outreach to artists and food vendors to apply to be vendors at the festival.
- Support the Boulder Jewish Festival committee of volunteers.
- Support the creation of event plans including logistics for vendors
- Design surveys to evaluate the vendor experience post-event.
- Work with Marketing department to promote vendor participation in the event through articles, community newsletters and social media

SKILLS AND QUALIFICATIONS

- Student in the Program for Jewish Studies Internship Class
- Strong attention to detail
- Ability to work independently and collaboratively
- Strong written, verbal, and interpersonal skills
- Strong knowledge of Microsoft and Google Suite