

DIRECTOR OF TALKS

Sixth & I is seeking a full-time **Director of Talks**, reporting to the Chief Brand and Content Officer, to manage the booking, administration, and execution of on average 50 events annually—primarily authors on book tour as well as timely conversations.

This position offers a flexible schedule for remote work, but must be located in the Washington, DC area to facilitate events-driven on-site work, an average of three nights per week or weekend during busy season, and two in-office days per week.

ESSENTIAL DUTIES & RESPONSIBILITIES

- **Programming and Partnerships:** Work with book publicists and talent agencies to create a robust calendar of talks, each with potential for up to 750 in-person attendees and a virtual audience, in partnership with and under the direction of the Chief Brand and Content Officer.
 - Review catalogs of forthcoming book releases; thoroughly research and vet prospective speakers; stay abreast of current events and pop culture to identify and inform event content.
 - Negotiate event deal terms and execute contracts.
 - Secure program moderators; research local prospective moderators by genre to grow talent pool.
 - Steward existing program partnerships and conceptualize new program content partnerships with media companies, non-profits, think tanks, and other content-generating entities.
- **Event Management:** Manage the planning and execution of all talks from booking through execution and evaluation.
 - Capture and meticulously plan for a high volume of advance logistics for multiple events simultaneously.
 - Liaise with house, box office, production, security, marketing, and facilities staff throughout the advance planning phase and on-site for all talks.
 - Manage book orders and bookstore relationship.
 - Manage talent, run-of-show, and book signings/photo-op lines on-site.
 - Settle all post-event financials and invoices.
 - Collaborate with Patron Services department to field patron inquiries.
 - Review event surveys with eye to improving content, overall event implementation, and patron experience.
- **Department Management**
 - Supervise Talks Associate; establish individual team member goals that contribute to department's strategic objectives as identified by Chief Brand and Content Officer.
 - Create annual department budget and manage throughout the year, making monthly projection and individual event budget updates.
 - Maintain event history data and provide information as needed to Development department for grant applications and reports.

WHO YOU ARE

- **Experienced.** You have 8-10 years of relevant experience in live event management and content production, plus 3-5 years of team management experience.

- **Knowledgeable and resourceful.** You have strong fluency in event content creation/curation, event planning, and the production elements and pacing of live events. You're able to demonstrate decisiveness and problem-solving on the fly in fast-paced live event environments.
- **Organized and meticulous.** You have exemplary organizational skills, time management, and attention to detail.
- **Customer service oriented.** You understand the importance of and are committed to providing a high standard of customer service when engaging with patrons, program partners, and other stakeholders.
- **A team player.** You thrive in collaborative work environments and prefer to work as part of a team versus alone; you are passionate about being part of a team-oriented, mission-driven organizational culture.
- **Committed to growth.** You operate with a growth mindset, are receptive to feedback, and seek to understand different perspectives.
- Able to stand for long periods of time, lift up to 25 pounds, and walk up and down stairs without accommodation.

SALARY & BENEFITS

- **Salary:** Sixth & I has a comprehensive pay equity philosophy. This role sits in Sixth & I's Level 4 salary band offering a salary range starting at \$90,640 with the potential to grow to \$135,000 over time.
- **FLSA Status:** Exempt
- **Benefits:** Sixth & I has a competitive benefits package that includes Health, Vision and Dental Insurance, Paid Vacation and Sick Leave, Retirement Savings w/ Matching Program, Pre-tax Transit Benefit, Paid Holidays, Parental Leave and more. In addition to regular vacation time and summer Fridays, our office is closed the week of July 4th and between Christmas and New Year's, as well as for select Jewish holidays.

HOW TO APPLY

Applications will be accepted on a rolling basis with a deadline of Wednesday, February 7. To apply, please send a cover letter and resume to jobs@sixthandi.org with your name and "Director of Talks" in the subject line. No phone calls or emails please. Candidates will be contacted if there is an opportunity to be interviewed by Friday, February 9. The anticipated new hire for this position will start by April 1.

Sixth & I is an equal employment opportunity employer. Systemic inequities in hiring have caused many women, people of color, and LGBTQ+ people to apply to jobs only if they meet 100% of the qualifications. If you don't have all of the qualifications listed but are extremely organized, passionate about our mission, and believe you have applicable and transferable skills from other industries, we encourage you to apply for this job.

WHAT IS SIXTH & I?

Sixth & I is a center for arts, entertainment, ideas, and Jewish life in Washington, DC. We inspire more meaningful and fulfilling lives through an unexpected mix of experiences that embrace the multi-faceted identities of those we serve. Housed within a revitalized historic synagogue dating back to 1908 in the heart of the Nation's Capital, Sixth & I reimagines how culture, community, and Jewish life can enhance people's everyday lives. Across wide-ranging, thought-provoking, and accessible experiences, we celebrate the unexpected intersections between culture and spirituality and, in so doing, expand our sense of what's sacred.