

TALKS & ENTERTAINMENT ASSOCIATE

Sixth & I is seeking a full-time **Talks & Entertainment Associate**, reporting to the Director of Talks, to support the execution of on average 50 events annually—primarily authors on book tour and timely conversations, as well as select concerts, comedy shows, live podcast recordings, and screenings.

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

- Support the planning and execution of all talks and select entertainment events each with potential for up to 750 in-person attendees and a virtual audience.
- At direction of Director of Talks, assist with advance, day-of, and post-event logistical coordination for all talks, including but not limited to:
 - **Pre-event administration:** Support with capturing and meticulously planning 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; compile information for web and ticket page builds; monitor ticket and book sales; provide ticket sale updates to talent reps; receive book shipments; plan for space and audio/visual needs; assist with drafting staffing and security plans for events; respond to customer inquiries; monitor inventory of program supplies and initiate orders as needed.
 - **Day-of event management:** Unpack large quantities of books and prep for signing; prep event and green room spaces; support the briefing of volunteers and event staff; support the execution of the program and house management functions by meeting a range of needs as they arise in real time; help facilitate book signings; provide superior customer service.
 - **Post-event follow-up:** Submit invoices for processing; return shipments of books; liaise with no-show customers on book pick-up; review event evaluations and prepare recommendations for improving processes/experiences; track event performance history.
- Support the Director of Live Entertainment with similar day-of event tasks outlined above for select entertainment events.
- Stay abreast of current events, pop culture, politics, and the arts to identify and inform event content.

WHO YOU ARE

- **Knowledgeable and resourceful.** You have a minimum of 1-2 years of relevant professional experience in event planning or project management. You have proven success working in fast-paced live event environments, exercising considerable judgement, and troubleshooting on your feet.
- **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. You remain flexible and open to taking on a wide range of tasks as they arise in support of the broader team effort.

- **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 1 salary band offering a salary range starting at \$46,400.
- **FLSA Status:** Non-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 "Talks & Entertainment Associate" 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.