

JEWISH COMMUNITY PROJECT

Production Assistant

Jewish Community Project (JCP) seeks a skilled and friendly professional to join our Facilities and Events Team in lower Manhattan. This individual will support the “behind the scenes” set-up and break-down of classroom and event logistics, as well as cleaning, maintenance, and other tasks required in the operation of a thriving community center. JCP operates a 10,000 square foot school facility, an office space, and produces regular programs for adults, children and families at other locations in lower Manhattan.

This is a great opportunity for a professional looking to support a non-profit serving families and children with innovative and exciting programming, and grow professionally in the field of event production and logistics.

This position is FLSA non-exempt. Given the nature of the work and the organization, availability after hours, on weekends (Saturday mornings) and holidays is sometimes required. There is approximately one or more weekend commitment per month. The organization has an appropriate days off policy to balance these occasional additional needs. Regular weekly work hours will vary depending on organizational needs but will be approximately 12:00-8:30 PM most work days. This position is full time and carries eligibility for health insurance, pension, transit and other employee benefits.

Reporting to the Facilities Manager, and working closely with the Education and Events teams, typical job responsibilities will include:

- moving classroom and program furniture and supplies, for programs such as our Preschool, Hebrew School, theater camp and holiday services,
- setup and breakdown of classrooms, offices and event spaces,
- cleaning, disinfection and resupply in multiple parts of the facility,
- periodic maintenance, cleaning and inventory projects,
- close coordination with fellow facilities staff and program and events staff,
- supervise walks with multiple groups of children, and ensure the safety and security of children while crossing the street and at other locations,
- duties related to opening and closing the facility on a regular basis and preparing it for events and cleaning projects.

This job description is not designed to cover a comprehensive listing of activities, duties or responsibilities that are required of the position. Other duties, responsibilities and activities may change or be assigned at any time with or without notice.

Qualifications:

- A high school diploma or equivalent.
- Prior experience in production assistance, and/or concierge work is strongly preferred.
- A valid driver’s license is a plus, but not required.
- A friendly and professional customer/client focus

- A team player, who is also able to work independently, able to take in feedback, and accept and follow directions and implement changes.
- Thoroughness and attention to detail.
- An appreciation for and understanding of the educational, communal and spiritual mission of JCP, and comfort working in a pluralistic Jewish educational environment.

Work Environment

This job operates in a professional educational environment. This role routinely uses cleaning supplies and tools, and commercial cleaning machinery such as vacuums.

Physical Demands

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

This position is very active and requires standing, walking, bending, kneeling, stooping, crouching, crawling and climbing all day. The employee must frequently lift and/or move up to 50 pounds and occasionally lift and/or move more than 50 pounds. The employee must frequently utilize phone messaging systems to receive and relay communications.

To apply for this position, please send a cover letter and resume to facilities@jcpdowntown.org, and include “Facilities Staff” in the subject line.