



**Museum at Eldridge Street**

***Freelance Festival Coordinator***

**Egg Rolls, Egg Creams, and Empanadas Street Festival**

### **Organization Background**

The Museum at Eldridge Street is housed in the Eldridge Street Synagogue, a magnificent National Historic Landmark that has been meticulously restored. Opened in 1887, the Synagogue is the first great house of worship built in America by Jewish immigrants from Eastern Europe. Today, it is the only remaining marker of the great wave of Jewish migration to the Lower East Side that is open to the broader public seeking to experience Jewish New York. Through exhibits, tours, public programs, and educational initiatives, the Museum tells the story of Jewish immigrant life, explores architecture and historic preservation, inspires reflection on cultural continuity, and fosters collaboration and exchange among people of all faiths, heritages, and interests.

The Museum's signature event, the [Egg Rolls, Egg Creams, and Empanadas Street Festival](#), is a free, outdoor celebration that brings together Chinese, Jewish, and Puerto Rican cultural traditions through food, performance, and hands-on activities on Eldridge Street between Canal and Division Streets. In 2026, the festival marks its 25th anniversary, celebrating a quarter-century of community partnership and public engagement on the Lower East Side. This milestone year underscores the Museum's commitment to stewarding a long-running neighborhood tradition while supporting vibrant, inclusive cultural exchange in a shared public space.

### **Summary**

The Museum at Eldridge Street seeks an experienced and well-organized **Freelance Festival Coordinator** to lead the planning and execution of the Museum's annual **Egg Rolls, Egg Creams, and Empanadas Street Festival**.

2026 marks the 25th anniversary of the festival, making this year a major milestone and a celebration of a beloved Lower East Side tradition. This role is designed for a candidate with hands-on experience managing festivals or street fairs who can take on a central coordinating role across logistics, scheduling, communications, and day-of operations.

This position brings together practical festival management experience with a strong appreciation for folklore and cultural traditions, and the ability to steward a complex, public-facing event with care, clarity, and attention to community-based cultural context.

This is a contract role running from March through the completion of the festival on **Sunday, June 21, 2026**, with approximately one week of post-festival work. The approximately 15-week period of performance will be hybrid; however, the individual must be present on-site for the festival on June 21.

*The individual is expected to work 20 hours per week.*

**This role is intended to streamline communication and coordination across teams, helping to reduce administrative and logistical demands on Museum staff while supporting a smooth and well-executed festival.**

### **Essential Duties and Responsibilities**

- Coordinate planning and execution of the Egg Rolls, Egg Creams, and Empanadas Street Festival, in close collaboration with Museum staff, with primary responsibility for logistics, scheduling, and day-of operations
- Serve as a central point of contact for performers, vendors, and community partners throughout the planning process and on the day of the festival
- Manage and maintain festival planning materials, including schedules, contact lists, run-of-show documents, and production timelines
- Support logistical needs related to permits, insurance, site setup, signage, and operational requirements, in coordination with and under the direction of Museum staff
- Work with Museum staff and participating artists to support the accurate and respectful presentation of cultural traditions within festival programming
- Assist with gathering and organizing cultural and contextual information for public-facing materials, schedules, and signage
- Play a lead role in on-site coordination on the day of the festival, including troubleshooting, schedule management, and participant support
- Support special planning considerations and on-site needs related to the festival's 25th anniversary
- Perform additional festival-related duties as assigned

### **Qualifications**

- Hands-on experience organizing, managing, or working a festival or street fair (required)
- Strong organizational skills and experience managing multiple timelines, stakeholders, and deliverables
- Ability to communicate clearly and professionally with artists, vendors, community partners, and institutional staff, and to coordinate information across multiple teams
- Familiarity with folklore, cultural traditions, or community-based cultural work, and the ability to apply this knowledge in a public-facing setting
- Comfortable working in fast-paced, public environments and adapting to real-time changes
- Detail-oriented, reliable, and able to work independently while collaborating with a team
- Background or interest in public or applied folklore, cultural programming, or community events preferred
- Ability to speak or read Chinese or Spanish is a plus, but not required
- Able to lift 20 pounds

COMPENSATION: This position pays a flat rate of \$7,000.

To apply, please email a COVER LETTER and RESUME and how you learned about the position, with "Festival Coordinator" in the subject line to Sophie Lo at [slo@eldridgestreet.org](mailto:slo@eldridgestreet.org).

*The Museum at Eldridge Street is an equal opportunity employer. As such, the Museum provides equal employment opportunity for all employees and applicants without unlawful discrimination with respect to age, color, creed, disability, ethnicity, gender identification, marital status, military status or veteran, national origin, political association, race, religion, sexual orientation or any other classification*

*protected by federal, state, and local laws. The Museum at Eldridge Street is a 501-c-3 tax-exempt organization.*