Riverview Jazz

ADA Organizational Plan – 2027

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1. INTRODUCTION

Purpose

This ADA Organizational Plan outlines Riverview Jazz's (RVJ) commitment to making its programs and activities accessible to persons with disabilities as artists, participants, volunteers and audience members. It establishes priorities, responsibilities and a framework for ongoing accessibility, community outreach and continuous improvement.

Organizational Background

Riverview Jazz is a 501(c)(3) nonprofit organization presenting free-to-the-public concerts, festivals and community events in Jersey City and throughout Hudson County, New Jersey.

Founded in 2013, RVJ has grown from a small concert in Riverview Fisk Park into a regional presenter of jazz music, including the Jersey City Jazz Festival and numerous community performances. RVJ works with local artists, businesses, municipal agencies, arts organizations, sponsors and foundations.

Approach

RVJ welcomes participants and audience members of all abilities and is committed to providing equal opportunity to participate in and benefit from its programs.

Accessibility efforts include physical access, communication, audience services, artist participation, staff and volunteer awareness, outreach and reasonable accommodations. RVJ will use applicable ADA guidance, community expertise and feedback to identify and address accessibility needs in cooperation with its venues and partners.

2. GOALS AND OBJECTIVES

Organizational Goals

RVJ aims to:

1. Present high-quality jazz and related music throughout Hudson County, particularly Jersey City.
2. Provide performance opportunities for local professional artists.
3. Present a diverse range of jazz styles, traditions and cultural influences.
4. Engage a broad and diverse community, including persons with disabilities.
5. Sustain its productions while keeping most, if not all, performances free and accessible to the public.

2027 Accessibility Objectives

The 2027 plan will focus on the following priorities:

- **Accessibility:** Review venues, event layouts, audience areas, restrooms, entrances and available accommodations in coordination with venue partners.
- **Communication:** Maintain clear accessibility information and contact details on RVJ's website and event materials.
- **Participation:** Encourage involvement by artists, attendees and volunteers with disabilities.
- **Outreach:** Identify and develop relationships with local disability organizations and community partners.
- **Training:** Provide appropriate accessibility guidance to staff, volunteers and event personnel.
- **Continuous Improvement:** Gather feedback, review accommodation requests and grievances, and incorporate lessons learned into future planning.

3. SCOPE AND IMPLEMENTATION

Scope

The plan covers RVJ's accessibility practices, event planning, communication, outreach, training and ongoing review. It is not limited to physical improvements. Operational and programmatic measures will also be considered.

RVJ presents events at venues it does not necessarily own or manage. Physical modifications and certain accommodations may therefore require cooperation from venue owners, municipal agencies and other partners.

2027 Deliverables and Milestones

Deadline	Deliverable
December 15, 2026	Submit the 2027 plan for Board review and approval.
January 31, 2027	Confirm ADA responsibilities; review contact information and grievance procedures.
February 28, 2027	Review planned venues and identify accessibility priorities.
March 31, 2027	Review website, event communications and accessibility information; identify community outreach partners.
April 15, 2027	Prepare accessibility guidance for staff, volunteers and event personnel.
April 30, 2027	Review event-specific accessibility arrangements with venue and production partners.
During 2027 events	Provide available accessibility information and materials, respond to requests and document concerns.
October 31, 2027	Gather feedback and review the season's accessibility efforts.
December 15, 2027	Complete the annual review and establish priorities for 2028.

4. PROJECT MANAGEMENT

Roles and Responsibilities

ADA Coordinator & Primary Contact – Dave Zimmerman, Communications Manager

- Serve as RVJ's primary contact for accessibility questions, accommodation requests and grievances.
- Maintain public accessibility information and contact details.
- Coordinate communication with attendees, artists, volunteers, staff and community partners.
- Document and route accessibility concerns for appropriate review.
- Support community outreach and public communication.
- Coordinate implementation and ongoing review of the ADA Organizational Plan.
- Work with event staff, production personnel and venue partners to identify and address accessibility needs.
- Track deliverables, outstanding issues and recommendations for improvement.

ADA Advisors – To Be Confirmed

- Provide guidance on accessibility and community needs.
- Offer feedback on event planning, communication and audience services.
- Identify outreach and partnership opportunities.
- Recommend improvements based on relevant expertise and lived experience.

RVJ Board of Directors

- Review and approve the plan and appropriate revisions.
- Provide organizational oversight and support.
- Review significant recommendations and resource needs.

Review and Resources

The ADA Coordinator will coordinate progress reviews at least quarterly, with additional check-ins as needed during festival planning and production.

Accessibility activities will be incorporated into existing planning, marketing, production and volunteer coordination wherever practical. Staffing, funding, training and accommodation costs will be evaluated as needs arise and in coordination with RVJ's operating and event budgets.

Implementation depends on staff and Board support, venue and partner cooperation, available resources, timely communication and access to relevant expertise.

5. ANNUAL REVIEW AND APPROVAL

By December 15, 2027, RVJ will review its accessibility efforts, including outreach, accommodation requests, grievances, feedback and event practices. The review will identify improvements and establish priorities and deliverables for 2028. The plan will be revised as needed to reflect changes in programming, staffing, venues and community needs.

Supporting Appendices

Available upon request:

- **Appendix A:** One-page project summary
- **Appendix B:** Staff, Board and ADA contact directory
- **Appendix C:** Grievance Procedures
- **Appendix D:** ADA-related grants and budget summary
- **Appendix E:** References and accessibility resources

APPROVALS (TO BE APPROVED AT NEXT BOARD MEETING 11/2/2026)

I have read this Organizational Plan and support its goals, responsibilities and implementation to the best of my ability.

RVJ Executive & Artistic Director
Bryan Beninghove
Signature: _____ Date: _____

ADA Coordinator & Primary Contact
Dave Zimmerman
Signature: _____ Date: _____

RVJ Board of Directors Approval
Date: _____