



Jewish Film Institute & San Francisco Jewish Film Festival Programming Internship

The Jewish Film Institute is seeking interns to assist with film programming responsibilities for its year-round and San Francisco Jewish Film Festival related events. Strong applicants will have a passion for film, an interest in systems management and programming best practices, and excellent organizational skills.

LOCATION: San Francisco Bay Area, California

POSITION TIMEFRAME: Immediately | 2016-2017 | 10-15 hours per week. This is an unpaid internship but we can offer units of academic credit.

ORGANIZATION PROFILE

The Jewish Film Institute is the premier curatorial voice for Jewish film and media and a leading arts and culture organization in the Bay Area. Built on the foundation of the world-renowned San Francisco Jewish Film Festival – the world's first and largest Jewish film festival – the Jewish Film Institute catalyzes and inspires communities in San Francisco and around the world to expand their understanding of Jewish life and culture through film, media, and dialogue. In addition to its signature summer Festival, the Jewish Film Institute presents year-round live events in the San Francisco Bay Area and a host of online content initiatives, including JFI On Demand, the pay-per-view streaming service that makes a portion of films from its archive available to watch online.

POSITION SUMMARY

The Jewish Film Institute is seeking a Programming Intern to be a part of our year-round programming team in preparation for the 37th San Francisco Jewish Film Festival, summer 2017. This position is a temporary internship responsible for supporting the Program Director and Programmer, with implementing all programming efforts.

DUTIES AND RESPONSIBILITIES:

- Data entry and film tracking in database
- Entering film submissions info into database
- Make dubs of and label all film submissions
- Support Program Coordinator in doing film research
- Watch and evaluate submitted films
- General Office and Administrative tasks

QUALIFICATIONS

- Knowledge and interest in cinema studies and Jewish culture
- Experience in film production/post production
- Familiarity with FileMaker Pro database



- Some prior knowledge and interest of film festivals

JFI & SFJFF internships are wonderful positions for both those with prior experience in the field of nonprofit arts administration as well as those seeking to gain new experience.

TO APPLY: Email cover letter and resume to jmoore@jfi.org or by mail to:

Joshua Moore
Programmer
Jewish Film Institute
145 9th Street, Suite 200
San Francisco, CA 94103

No phone calls, please.