



jewish film institute
presenter of the
san francisco jewish film festival

**38th San Francisco Jewish Film Festival (July 20 – August 6, 2017)
Marketing & Public Relations Internship**

Title: Marketing & PR Intern

Reports to: Marketing & Communications Manager / PR Manager

Compensation: This is an unpaid internship but we can offer units of academic credit.

Status: Temporary/Seasonal/Part-time

Timeframe: May 1 – July 31, 2018 (Dates are flexible depending on candidate's availability)

Location: San Francisco, California

The Jewish Film Institute is seeking interns with a passion in film, event planning, arts & culture, community building, and nonprofit arts management to assist in the fields of **public relations, marketing, communications, design, and content strategy** for the 38th annual San Francisco Jewish Film Festival (July 19 – August 5, 2018).

ORGANIZATION PROFILE

The **San Francisco Jewish Film Festival (SFJFF)**, presented by the Jewish Film Institute, is the largest and longest-running festival of its kind and a leader in the curation and presentation of new film and media exploring the complexities of Jewish life around the world. Presenting more than 65 films and 135 individual screenings, performances and events in five Bay Area cities (San Francisco, Palo Alto, San Rafael, Oakland, Berkeley), SFJFF attracts more than 40,000 filmgoers and industry professionals to its 18-day program.

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

Interns interested in public relations, marketing, communications, design, and content strategy are encouraged to apply, but will also work across disciplines, gaining experience in production, development, programming, and festival operations. JFI & SFJFF internships are wonderful positions for both those with prior experience in the field of marketing and film presentation as well as those seeking to gain new experience.

RESPONSIBILITIES

Working with the Marketing & Public Relations Departments to:



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- Build audience networks for San Francisco Jewish Film Festival programs and events
- Draft social media content and engaging copywriting for key Festival programs
- Assist the Festival Marketing & Outreach Coordinator with invitations to organizational partners and co-presenters
- Manage film materials and Festival collateral for publication on the SFJFF38 website, catalog and press kit
- Copy edit and assist with Festival catalog and website production
- Assist with the production of the in-theater Festival Sponsor Reel
- Attend scheduled festival meetings and remain on-call during major events, including theater operations tasks, special events production and more
- Complete post-festival written wrap report.
- Other duties as assigned

QUALIFICATIONS

- Strong writing and communication skills
- Flexible work schedule
- Details-oriented and team player
- Excellent interpersonal, organizational, and research skills
- Works well independently in a small office environment as well as in public arenas
- Desire to learn about media arts organizing
- Experience with graphic design and web software, including Photoshop, InDesign, Excel, Word, Wordpress, Keynote, and Filemaker Pro
- Desire to learn about digital marketing techniques such as social media advertising, display remarketing, Google Adwords, email marketing, and website management

TO APPLY

Please send cover letter and resume by April 5th to:

Jewish Film Institute
Marketing & PR Internship
145 9th Street, Suite 200
San Francisco, CA 94103

Or via email to: opportunities@jfi.org
Subject: SFJFF38 Marketing & PR Internship

No phone calls, please.

JFI is an equal opportunity employer. Applicants for paid and volunteer positions, and employees seeking advancement, are considered on the basis of their qualifications, and without regard to race, color, national origin or ancestry, religion, age, sex, perceived gender, sexual orientation, marital or veteran status, HIV status or medical condition, mental or physical disability, or any other characteristic made unlawful by federal, state or local laws.