



jewish film institute presents

SAN FRANCISCO JEWISH FILM FESTIVAL 39

july 18–
august 4
sfjff.org

39th San Francisco Jewish Film Festival (July 18 – August 4, 2019) Festival Operations & Production Internship

Title: Festival Operations Intern

Reports to: Festival Operations Manager

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

Status: Temporary/Seasonal

Schedule: June 1 – August 9, 2019 (Dates are flexible depending on candidate's availability)

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

The Operations Intern will support the Operations and Production initiatives for the 39th San Francisco Jewish Film Festival (July 18 - August 4, 2019). Interns who are interested in learning about festival production will have a hands-on experience during this year's SFJFF. JFI & SFJFF internships are meaningful positions for both those with prior experience in the field of film, event planning, communications, media, and as well as those seeking to gain new experience.

RESPONSIBILITIES

- Assist with the management of Festival signage initiative for SFJFF 39
- Assist with Festival credentials creation and distribution management



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- Support Festival Production efforts including venue equipment loads in/out
- Collaborate with Office Coordinator in managing and tracking festival inventory (this includes beverages, food, equipment, etc.)
- Prepare and distribute tech binders for festival staff

QUALIFICATIONS

- Strong organizational skills and attention to detail
- Excellent interpersonal skills and customer service experience.
- Strong written and verbal communication skills
- Works well independently in a small office environment as well as part of team.
- Interest in event production and logistics and desire to learn about media arts organizing.
- Flexible, creative and able thrive in a fast-paced environment
- Flexible work schedule

TO APPLY

Please email opportunities@jfi.org with the Subject: SFJFF39 Operations 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.