



jewish film institute

October 2023

Position Available

Filmmaker Services Program Associate

**Organization:**

The *Jewish Film Institute* (JFI) is the premier curatorial voice for Jewish film and media, and a leading arts and culture organization in the Bay Area. As the presenter of the world-renowned *San Francisco Jewish Film Festival*, the world's first and largest Jewish film festival, JFI champions bold films and filmmakers that expand and evolve the Jewish story for audiences everywhere. In addition to its signature summer Festival, the *Jewish Film Institute* presents year-round live events in the San Francisco Bay Area and online content initiatives, including JFI On-Demand and free Monthly Online Shorts. JFI has a robust support program for filmmakers working with Jewish themes through its Filmmaker in Residence program and Completion Grant program.

**Position Summary:**

The *Jewish Film Institute* is seeking a reliable, resourceful, and self-reliant team member to provide administrative and communications support to the Director of Filmmaker Services. This position is primarily virtual but requires regular in person meetings at the 9th Street Independent Media Center in San Francisco and availability for additional hours during JFI's San Francisco Jewish Film Festival in July and August.

This position is a great opportunity to learn about non-profit arts administration and the programming, funding, and artist support side of independent filmmaking. The right person will receive useful training and have opportunities to take on additional responsibilities. Good communication, organization, and collaboration skills are a must.



jewish film institute

This is a part time, non-exempt position for 6 months. 5-10 hours a week.

\$20/hr. Hours are flexible.

**Duties & Responsibilities:**

The Filmmaker Services Assistant reports to and supports the Director of Filmmaker Services with administrative and communications tasks, including email communications, database management, and scheduling. Basic video editing skills a plus.

**Other duties & responsibilities include:**

- Assist the Director of Filmmaker Services with administration of JFI's Filmmakers in Residence program and Completion Grant program.
- Maintain calendars and mailing lists. (via Google & AirTable)
- Edit & update residency program website.
- Maintain an archive of materials, agreements, and video for previous JFI-supported films.
- Monitor Google Alerts for JFI's supported films.
- Manage Filmmaker Services mail merges.
- Take notes at meetings.
- Proofread important FMS documents.

**Required Skills & Abilities:**

- Mac fluency and working knowledge of MS Office and Google programs.
- Accurate data input skills / Strong attention to detail.
- Strong communication and writing skills.
- Ability to work well, both independently and with a diverse staff.
- Robust organizational skills.
- Focused problem-solving (macro and micro attention).



jewish film institute

- Basic website graphic design and video editing skills are a plus.
- Basic experience with Airtable is a plus, but not required.
- Curiosity & Open-minded.
- Flexibility & Fast learner.
- Initiative.

All qualified applicants are encouraged to apply.

Familiarity with the Jewish community is not required.

Interested? Please send your resume with a letter of interest to:

[jffilmmakers@jfi.org](mailto:jffilmmakers@jfi.org). Please describe how your experience is a good match for JFI.

No phone calls, please.