



jewish film institute

**Jewish Film Institute
Film Programmer**

ORGANIZATION PROFILE

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. In addition to its exhibition services, JFI has a robust filmmaker support program for filmmakers working with Jewish themes through its Filmmaker Residency program, Completion Grant program and Social Justice Teen Fellowship.

POSITION SUMMARY

Under the guidance and supervision of the Program Director, the **Film Programmer** will contribute to creating and overseeing all of JFI's film programming activities. Programs include our annual summer Festival, WinterFest, year-round screenings and year-round online programming. The Programmer organizes discussions, panels and related educational opportunities associated with film programming, plays a key role in devising the marketing activities associated with JFI's programs and helps oversee public relations for the Festival and film programs. The Programmer advances JFI's relationships within the film industry, including oversight of promotional screenings. The Programmer works collaboratively with the Operations Director to produce the Festival and with the Development Director to fundraise for film programs. The Programmer helps supervise seasonal staff such as the Hospitality Coordinator and Programming interns.

This is a full-time exempt position. Peak periods and special events including the summer San Francisco Jewish Film Festival may require occasional evenings and weekends.

KEY RESPONSIBILITIES

- Cultivate a network of filmmakers, distributors, film funders, and programmers
- Research, solicit, screen, evaluate and help select films
- Negotiate agreements with filmmakers, distributors, panelists and guests
- Along with Program Director, establish themes, topics and sidebars for the Festival
- Conceive special events and panels; solicit guests, outside scholars and moderators
- Oversee pre-screeners and ensure screening process is efficient and equitable.
- Develop Festival program and schedule with Executive Director and Program Director
- Develop and manage programming and hospitality budgets with Program Director
- Advise and work collaboratively with marketing campaigns for all films

- Work with PR in creating all Festival PR materials
- Collaborate on strategic development and programming of year-round film events and programs, including promotional screenings
- Curate monthly online short for JFI Online Shorts program; coordinate publicity with JFI Marketing Manager
- Program JFI Mitzvah series: senior facilities and San Quentin screenings
- Provide copy and/or copy-editing for JFI programs.
- Introduce films and conduct Q&As with filmmakers and other guests.
- Represent JFI at community programs and panels
- Participate in program evaluation, budgeting and planning activities for all JFI programs
- Manage film database and all film records and information
- Other duties as necessary

PROFESSIONAL QUALIFICATIONS

- At least 4 years' experience programming high-quality film events
- Extensive knowledge of film, film festivals and the film industry
- Interest in Jewish history, religion, culture, and diversity in order to identify appropriate films for Festival and year-round presentations
- Superlative written and oral communication skills, including public speaking ability
- Excellent interpersonal skills and good judgment
- Excellent organizational and short- and long-term planning skills
- Proven ability to work hard, both independently and as part of a team
- Detail oriented with ability to meet deadlines.
- Strong copy editing skills
- Highly creative and motivated with a commitment to excellence in the arts.
- Strong computer skills including Excel, Word, and familiarity with databases.
- Willingness to learn new software systems.
- Nonprofit experience is a plus
- People of all backgrounds are encouraged to apply

COMPENSATION

Compensation is commensurate with experience. The ideal candidate should be available to start October 2021. Applicants must be local to the Bay Area or willing to self-relocate to San Francisco by the end of 2021. Please send resume and cover letter to opportunities@jfi.org

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.