



jewish film institute

## **Jewish Film Institute 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 and Completion Grant programs.

### **POSITION SUMMARY**

Under the guidance and supervision of the Program Director, the **Programmer** will contribute to creating and overseeing all of JFI's programming activities. Programs include the annual San Francisco Jewish Film Festival, WinterFest, and year-round screenings and online programming. The Programmer organizes discussions, panels, and related educational opportunities associated with film programming, and supports the development of marketing activities and public relations campaigns associated with JFI's programs. The Programmer advances JFI's relationships within the film industry, including oversight of promotional screenings. The Programmer works collaboratively with the Director of Finance & Operations to produce the Festival and with the Director of Development & Communications 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**

#### **Curatorial**

- Research, solicit, screen, evaluate, and help select films.
- Cultivate a network of filmmakers, distributors, film funders, and programmers.
- Provide additional creative programming such as music, comedy, and food events.
- Along with Program Director, establish themes, topics, and sidebars for the Festival.
- Conceive special events and panels; solicit guests, outside scholars, and moderators.
- 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 & Communications Manager.
- Program JFI Mitzvah series: senior facilities and San Quentin screenings.
- Program Next Wave events and help develop new JFI audiences.

#### **Administrative**

- Negotiate agreements with filmmakers, distributors, panelists, and guests.
- Develop and manage programming and hospitality budgets with Program Director.

- Work with PR in creating all Festival PR materials.
- Provide copy and/or copy-editing for JFI programs.
- Manage film database and all film records and information.

### **General**

- Develop Festival program and schedule with Executive Director and Program Director.
- Advise and work collaboratively with marketing campaigns for all films.
- 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.
- Other duties as necessary.

### **Supervisory**

- Oversee pre-screener and ensure screening process is efficient and equitable.
- Help supervise seasonal staff such as the Hospitality Coordinator and Programming interns.

### **PROFESSIONAL QUALIFICATIONS**

- At least 2 years of experience programming high-quality film events or equivalent.
- 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.
- Strong 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**

Salary Range: \$55,000 - \$70,000 per year.

Competitive benefits package includes: full health, vision, and dental insurance, IRA contribution, generous vacation package, paid holidays and sick days, flexible schedule and work-from-home options, and a supportive and team-oriented work environment.

The ideal candidate should be available to start January 2023. Applicants must be local to the Bay Area or willing to self-relocate to San Francisco. Please send resume and cover letter to [opportunities@jfi.org](mailto: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.*