



San Francisco Jewish Film Festival 2020 Festival Operations Director

About JFI and the SFJFF

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 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. JFI shapes Jewish narratives by giving viewers worldwide access to newly discovered and never been told before stories.

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. SFJFF attracts more than 40,000 filmgoers and industry professionals to its annual two and a half-week Festival of inspiring films, events, panels and parties. The 40th San Francisco Jewish Film Festival, the largest and oldest Jewish Film Festival in the country, takes place Thursday, July 16- Sunday, August 2, 2019 throughout the Bay Area- in San Francisco (Castro Theatre), East Bay, San Rafael, and Palo Alto.

Position Description

The SFJFF Festival Operations Director is responsible for overseeing the production of the San Francisco Jewish Film Festival (SFJFF) to support the overall goals of JFI, create a positive audience experience, and meet the financial goals of the Festival. The SFJFF Festival Operations Director works closely with the year-round staff to develop and implement plans for all production and operational aspects of the Festival including film screenings, special events, panels, and parties. The SFJFF Festival Operations Director manages all long-term and day-to-day operations for the Festival, including hiring, training and managing seasonal staff, collaborating with venue management to ensure smooth operational flows, assisting the Programming department to create the Festival schedule, and supporting the Marketing department to produce and distribute marketing materials. This position trains and supervises the Guest Relations Manager, Volunteer Manager, Venue Managers, Production Coordinator and will work closely with the Print Traffic Manager, Technical Manager, and Box Office staff.

Duties and Responsibilities:

- Oversee the production and operations of all programs for SFJFF40 including film screenings, special events, panels, and parties.
- Hire and supervise seasonal staff including Guest Relations Manager, Volunteer Manager, Venue Managers, and Production Coordinator.



- Oversee the Festival intern program including recruiting, hiring and management of interns to support the operations of the Festival.
- Oversee the Volunteer Manager in the recruitment, training, deployment, and thanking of volunteers.
- Oversee the Guest Relations Manager and work in coordination to develop plans and support for the guest lounge.
- Coordinate with the Print Traffic Manager and Tech Manager to make sure that films and technical support is in place at each venue and for all screenings.
- Coordinate with the Event Production Company to smoothly execute all events, parties and receptions.
- Create production timelines for all Festival departments and supervise workflow of Festival staff.
- Oversee the creation of Tech Sheets for Festival.
- Hire, train, and supervise the Venue Managers to manage all venues for the SFJFF.
- Coordinate with Director of Finance and Operations to manage all financial paperwork and other administrative tasks related to reimbursements, invoices, and petty cash.
- Coordinate with Marketing and the Box Office to set up all pass and ticketing systems.
- Coordinate and lead the Wrap Meeting on Monday, August 3 and collect Wrap Reports from area leads.
- Evaluate the logistics and operational aspects of the Festival including the audience experience.
- Create a final set of reports from the Festival including Box Office reports and other information to support decision-making and planning for future festivals.

Required Experience and Attributes

- Three years of experience managing a multi-day, multi-location film festival of comparable size.
- Top notch organizational skills.
- Ability to be flexible and change course as needed.
- The highest level of customer service skills; unflappable when dealing with patrons and volunteers.
- Excellent communications skills and ability to work collaboratively with a diverse staff.
- Ability to motivate others; a natural team leader.
- Experience supervising others.
- Experience working with Google Docs, MS Office products, and Filmmaker Pro.

Position Timeframe: April 13 through August 14, 2020. Includes nights and weekends during the SFJFF (July 16-August 2).



jewish film institute

TO APPLY

Please send a brief cover letter explaining your interest and how you feel your experience matches our requirements and your resume via email to opportunities@jfi.org with “SFJFF Festival Operations Director” as the subject line.

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.