



jewish film institute

**Jewish Film Institute**  
**Festival Operations Manager 2023**

**Title:** Festival Operations Manager 2023

**Reports to:** Director of Finance & Operations

**Status:** Full-Time, Seasonal, Exempt

**Location:** San Francisco, California

**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**

The SFJFF Festival Operations Manager is responsible for overseeing the production of the Festival, creating a positive audience experience, and supporting the financial goals of the Festival. The Festival Operations Manager works closely with year-round staff to implement plans for all production and operational aspects of the Festival including film screenings, special events, panels, and parties. The Festival Operations Manager manages all long-term and day-to-day operations for the Festival, including hiring, training, and managing seasonal staff, and collaborating with venue management to ensure smooth operational flows. This position supervises Venue Managers and works closely with other seasonal staff including Print Traffic Manager, Technical Manager, Projectionists, and Box Office Staff.

**RESPONSIBILITIES**

- Create production timelines and schedules and oversee workflow of festival staff.
- Manage all production elements for in-theater screenings and/or other in-theater activities for the run-up to as well as during the Festival.
- Oversee the production and operations of all programs for SFJFF43 including film screenings, big night events, panels, and Q&As.
- Coordinate and support, as needed, PR event set-up in theaters – including Red Carpet and/or Step & Repeat options.
- Oversee the creation of Tech Sheets for Festival, working with the Technical Manager.

- Coordinate with the Print Traffic Manager and Technical Manager to make sure that films and technical support is in place at each venue and for all screenings.
- Hire, train, and supervise the Venue Managers to manage all venues for the SFJFF.
- Coordinate with Marketing and the Box Office to set up all pass and ticketing systems, as well as signage for theaters.
- Act as SFJFF liaison to Leftwich Event Specialists and assist, as needed, with parties.
- Coordinate with Director of Finance & Operations to manage all financial paperwork and other administrative tasks related to reimbursements, invoices, and petty cash.
- Work in coordination with Guest Relations to support guests, as needed.
- Secure liquor licenses (for events) and parking permits (for theaters).
- If applicable, coordinate set-up and ongoing maintenance of Filmmaker Lounge (location TBD).
- Act as liaison to Box Office regarding Pass Holds and other occupancy-related concerns/issues.
- Coordinate with Development and Box Office Staff to implement on-site pass and ticketing procedures.
- If applicable, train and deploy volunteers in theater operations, as needed.
- Be available throughout the Festival to troubleshoot problems and issues.
- With the Director of Finance & Operations, coordinate the wrap meeting in early August and collect wrap reports from area leads.
- As part of the wrap report, evaluate the logistical and operational aspects of the Festival, including the audience experience.

## **QUALIFICATIONS**

- Experience with festival and/or event management desired
- Ability to perform well and remain calm in stressful situations.
- Strong people and communications skills to effectively assist patrons.
- Excellent problem-solving skills and willingness to resolve issues.

## **POSITION TIMEFRAME**

July 3 through August 12, 2023 (6 weeks). The ideal candidate should be available to start July 3, 2023. Applicants must be local to the Bay Area or willing to self-relocate to San Francisco for the term of the agreement.

## **COMPENSATION**

Salary Range: \$1,250 - \$1,750 per week, DOE

## **TO APPLY**

Please send resume and cover letter to [opportunities@jfi.org](mailto:opportunities@jfi.org) with "Festival Operations Manager" in the subject line. **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.*