



38th San Francisco Jewish Film Festival (July 20 – August 6, 2017)
Marketing & Community Outreach Coordinator

Title: Marketing & Outreach Coordinator

Reports to: Marketing & Communications Manager

Compensation: \$13,000

Status: Temporary/Seasonal

Schedule: April 15 – August 5, 2018: Full Time | August 5 – 10, 2018: Half Time

About the San Francisco Jewish Film Festival

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. Presenting more than 65 films and 135 individual screenings, performances and events in five Bay Area cities (San Francisco, Palo Alto, San Rafael, Oakland, Berkeley), SFJFF attracts more than 40,000 filmgoers and industry professionals to its 18-day program.

Marketing & Outreach Coordinator Position Description

The Community Outreach Coordinator will assist in all aspects of communications, community outreach, group sales and marketing for the 38th San Francisco Jewish Film Festival (July 19 – August 5, 2018). Working closely with the Marketing & Communications Manager, the position oversees the Community Partners program by coordinating co-presentations for all SFJFF films, ticket giveaways with organizations throughout the Bay Area, encouraging group sales to partner organizations and assisting the Marketing Manager with cultivating and stewarding strategic partnerships. The Outreach Coordinator will also provide support in managing and creating content for social media outlets and in preparing images for digital and print presentation.

The ideal candidate will be a self-motivated, highly organized individual with experience in arts marketing and/or community outreach, excellent writing skills, a knowledge of Bay Area nonprofit and arts organizations and a passion for Jewish film.

Marketing & Outreach Coordinator Job Responsibilities

- Oversee SFJFF38's Community Partner program by researching, soliciting and confirming co-presenters for Festival screenings, maintain spreadsheets tracking co-presenter information, prepare regular communications to provide them with materials for outreach, deadlines, and other logistical information.
- Conduct targeted outreach to partner organizations and coordinate distribution of promotional materials in San Francisco and the East, North and South Bays
- Coordinate with Festival Box Office to provide ticket giveaways, discount codes, group sales and comp tickets to co-presenters.
- Assist the Marketing & Communications Manager with basic website updates, email marketing correspondence, SFJFF blog and social media content.



jewish film institute

presenter of the
san francisco jewish film festival

- Assist Marketing & Communications Manager with preparing festival film images and written content for digital and print distribution.
- Assist Digital Media Manager with select video content production projects for social media advertising.
- Manage Marketing interns and assign and approve tasks.
- Attend scheduled festival meetings and remain on-call during major events, including theater operations tasks, on-site community partner support and coordination, special events production and more.
- Complete post-festival written wrap report.
- Other duties as assigned.

Qualifications

- Experience with marketing, community outreach, event planning and/or public relations
- Familiarity with Bay Area Jewish Community and media arts organizations and events
- Working familiarity in Adobe Creative Suite (Photoshop and Illustrator), MS Office and Google
- Experience with email marketing platforms
- Strong written and verbal communication skills
- Ability to work independently as well as part of a team
- Details-oriented and demonstrated attention to detail
- Basic experience in graphic design a plus
- Responsive to unpredictable workflow and hours
- Flexible, creative and able thrive in a fast-paced environment

TO APPLY

Please send cover letter and resume by March 26th to:

Jewish Film Institute
Outreach Coordinator Search
145 9th Street, Suite 200
San Francisco, CA 94103

Or via email to: opportunities@jfi.org
Subject: SFJFF38 Community Outreach Coordinator

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.