



SAN FRANCISCO JEWISH FILM FESTIVAL 38

july 19 – august 5
sfjff.org

San Francisco Jewish Film Festival 38 (July 19 – August 5, 2018)

Guest Relations Manager

LOCATION: San Francisco, California

POSITION TIME FRAME: From May – August, 2018. Attendance at Festival Wrap Meeting Required.

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 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 three weeks of inspiring films, events, panels and parties. Screenings take place at the historic Castro theatre in San Francisco and venues throughout the Bay Area during July and August. The 37th SF Jewish Film Festival will take place July 20 – August 6, 2017.

POSITION SUMMARY:

This position provides programming, logistical and administrative support to the programming department and coordinates hospitality (travel, hotel and schedule) for guests of the 38th San Francisco Jewish Film Festival. The Festival begins Thursday, July 19 and runs for three weeks throughout the Bay Area till August 5, 2018 including San Francisco (Castro Theatre), East Bay, San Rafael and Palo Alto.

DUTIES AND RESPONSIBILITIES:

- Organize travel and accommodations for invited guests
- Create and disseminate a guest services timeline
- Work within a budget to purchase airfares and book hotel rooms for all guests
- Find home stays for guests when appropriate
- Work with Program Director on industry accreditation for industry attendees
- Assess guest needs (dietary, language, etc.) and work with Program Director to assign a host for guests with special needs.
- Liaison between filmmakers and publicists; schedule transportation for press interviews and greet guests when arriving at venues for photography appointments
- Create guest itineraries and packets including screening and hospitality schedules
- Supervise volunteers to help with all duties
- Schedule and supervise a team of drivers on running guests while attending the Festival
- Liaise with Box Office and Programming Department for guests' comps tickets and party invites



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Qualifications

- Strong organizational and administrative skills along with the ability to multitask efficiently.
- 1-2 years of previous festival or film exhibition experience preferred
- Database experience, Microsoft Word, Excel required
- Working knowledge of popular travel sites (Kayak, Expedia) and ability to do research resulting in best transportation fares
- Good communication skills and willingness and ability to share information in a fast-paced environment
- Technical knowledge: film and video formats and languages helpful.
- Access to a car desirable

TO APPLY: Send cover letter with resume to opportunities@jfi.org with subject "2018 Guest Relations Manager"

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.