



jewish film institute

**Jewish Film Institute
Filmmaker Services Manager**

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. In addition to its signature summer Festival, the Jewish Film Institute presents year-round live events in the San Francisco Bay Area and a host of 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 program, Completion Grant program and Social Justice Teen Fellowship.

POSITION SUMMARY

JFI provides significant creative support to both established and emerging filmmakers through its Filmmaker in Residence, Completion Grants and Teen Fellowships programs. The Filmmaker Services Manager (FSM) will serve as the primary lead and key liaison for all JFI's filmmaker services as well as researching, recommending and piloting new filmmaker services.

The Filmmaker Services Manager is a full-time exempt position. Peak periods and special events including the San Francisco Jewish Film Festival may require occasional evenings and weekends.

Social Change Film Fellowship for Teens: creates a platform for teens to engage in meaningful conversation inspired by films and filmmakers and co-create a culture of belonging around deep engagement with art and ideas. The program facilitates opportunities for Fellows to build deep friendships within the cohort and to meet new people who attend the events. JFI will be a constant touch point for the fellows to check in with one another and share personal experiences and perspectives provoked by films

Filmmaker in Residency: provides creative, marketing and production support for filmmakers in residence who are in various stages of completion on their projects

Completion Grant program: provides finishing funds to emerging and established filmmakers for original stories that promote thoughtful consideration of Jewish history,

life, culture, and identity. Projects may be feature narratives, documentaries, shorts, episodic programs, or web series.

This position will be working-cross functionally with Development, Programming, Operations and Communications to ensure that all grants, events and film programs are administered correctly.

- Manage all aspects of the JFI Social Change Film Fellowship for Teens
 - organize call for applicants and help select fellows
 - promote a series of screenings and conversations around JFI's social justice films for other teens in the Bay Area
 - organize local social justice community non-profits in the process of creating the programs and events
 - preside over the selection of multiple social justice films in consultation with programming team
 - engage with larger Next Wave community
 - organize with the Programming and Marketing Teams to teach the Fellows how to curate and produce a film festival, critically evaluate films, build panel discussions and social engagement inspired by the film, facilitate dialogue, interview filmmakers, and how to record and market online programs
 - facilitate payments of teen stipends
 - collect feedback from teen cohort.

- Together with JFI's Programmer, oversee programmatic and operational elements of the Filmmaker Residency Program.
 - organize call for applicants, working with Marketing to promote call for applications and assist with outreach
 - manage selection process including gathering submitted materials
 - maintain vimeo folder for shared media files
 - organize calendar and facilitate Residency meetings every three weeks
 - schedule/attend Resident meetings with other departments based on individual Residents' needs
 - work with Programming to develop a list of possible industry guest speakers, organize and schedule guest speaker presentations
 - work with Programming and Marketing to showcase Residency during Festival events and parties, ensure Residents receive festival passes organize any resident panels and meetings with staff and board
 - facilitate any payments to residents
 - collect feedback from residents through surveys
 - maintain relationships with Residency alumni

- Together with the Artists Services Coordinator, oversee programmatic and operational elements of the JFI Completion Grant program
 - identify and strategize potential sponsors, partners and funders with Development team
 - track projects that may be a fit for granting, and connect with filmmakers that are interested in our programs; manage all grant administration, including application call for entries
 - facilitate pre-screener selection of finalists
 - with programming team help organize selection of outside completion grants panel
 - onboard completion grantees, prepare contracts, facilitate payments
 - work with the Communications team to plan announcements for grant opening, closing, winner and finalist announcements
 - work with the Communications team to share announcements for the release of supported films, and other supported filmmaker news
 - support the Development team to complete grant reporting to partners and funders; help develop proposals for new grants and programs
- Oversee programmatic and operational elements of the Youth Jury
 - organize call for applicants; help select jury; organize with the Programming Team to teach the jurors how to critically evaluate films, conduct Q&A interviews with award winning filmmakers
 - organize award ceremony and Q&A
 - collect feedback from teen jurors
- Oversee programmatic and operational elements of Take Action Day during the summer festival:
 - find moderators and activist organizations to fill the panels related to each film
 - collaborate with Social Change Film Fellowship for Teens in organizing program.
- Develop additional filmmaker services as needed (i.e. fiscal sponsorship)

REQUIRED EXPERIENCE and ATTRIBUTES:

- Experience in the film industry as an assistant at an agency or production company and/or in some capacity on documentary and/or narrative films.
- Understanding of the filmmaking landscape (especially non-fiction)

- Experience working directly with filmmakers and creators offering substantive notes, feedback and guidance on projects in development.
- At least 2-3 years' experience in the film industry (festival, agency, production company, funder or broadcaster). Working knowledge of the industry and its key players.
- Experience working with teens in an educational and/or mentorship capacity.
- A desire to work closely with artists and filmmakers in supporting their work and careers through the program. Experience giving notes on scripts and reviewing rough cuts.
- Collaborative team player, able to work cross-functionally and within the team to accomplish ambitious goals.
- Strong communication and organizational skills.
- Some experience planning and executing events.
- Management and supervisory experience preferred.
- Bachelor's degree.

Salary commensurate with experience.

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.