jewish film institute

Jewish Film Institute
Archive Assistant Internship

The Jewish Film Institute is seeking interns to assist immediately with critical archive management tasks that will better organize and present the over 1600 films exhibited by the organization in its 36-year history, comprising the largest and most diverse collection of Jewish film and media in the world today. Strong applicants will have a passion for film, an interest in systems management and archiving best practices, and excellent organizational skills.

LOCATION: San Francisco Bay Area, California

POSITION TIMEFRAME: Immediately | 2016-2017 | 10-15 hours per week. This is an unpaid internship but we can offer units of academic credit.

ORGANIZATION PROFILE
The Jewish Film Institute is the premier curatorial voice for Jewish film and media and a leading arts and culture organization in the Bay Area. Built on the foundation of the world-renowned San Francisco Jewish Film Festival – the world's first and largest Jewish film festival – the Jewish Film Institute 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, the pay-per-view streaming service that makes a portion of films from its archive available to watch online.

POSITION SUMMARY
Interns interested in archive and database management, film exhibition history and web design are encouraged to apply, but will also work across disciplines, gaining experience in digital marketing, streaming-rights negotiation, and more. Interns will assist the Digital Media Manager, Communications Manager and Programming staff on a wide array of tasks meant to enhance the JFI film archive online and implement long-lasting management protocols on the backend. Tasks include:
- Review current film entries in the database and updating film information to reflect any changes since exhibition (including distributor/contact information)
- Procure and organize film images for any archive records missing one
- Review film metadata in conjunction with the database developer to confirm that all film entries are created according to archiving conventions
- Prepare playlists of films by subject/theme for curation on the JFI website
- Establish and present organizational methods to better manage ongoing additions to the archive

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QUALIFICATIONS

- Strong writing and communication skills
- Details-oriented and team player
- Excellent interpersonal, organizational, and research skills
- Works well independently in a small office environment as well as in public arenas
- Desire to learn about film records management and archive maintenance
- Experience with Filemaker Pro and Wordpress a plus, but not required
- Working knowledge of archive best practices and records management

JFI & SFJFF internships are wonderful positions for both those with prior experience in the field of nonprofit arts administration as well as those seeking to gain new experience.

TO APPLY: Email cover letter and resume to rthomas@jfi.org or by mail to:

Rob Thomas
Digital Media Manager
Jewish Film Institute
145 9th Street, Suite 200
San Francisco, CA 94103

No phone calls, please.