



**Jewish Film Institute
Director of Operations**

Title: Director of Operations

Reports to: Executive Director

Status: Full-Time, Salaried

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 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, a curated streaming service of films from the organization's 38-year archive and free Monthly Online Shorts that have garnered over 2 million views worldwide to date. In addition to its exhibition services, JFI also supports filmmakers working with Jewish themes through its yearlong Filmmaker Residency program, Jerusalem Film Workshop and Festival Awards.

POSITION SUMMARY

The Director of Operations oversees the full scope of JFI's program and event production needs as well as general organizational operations. This position reports to the Executive Director, is a strategic thought partner, and is a key member of the management team. The successful candidate will be a hands-on manager and will lead and develop an internal team to support the following areas: program operations, human resources, contract administration, and IT. The Director of Operations is responsible for planning and managing the production of the San Francisco Jewish Film Festival in all locations. The Director of Operations will play a critical role in supporting JFI as it continues to enhance its quality programming and build capacity as a film Institute. This is a tremendous opportunity for an operations leader to maximize and strengthen the internal capacity of a well-respected, media arts organization within the Bay Area's thriving arts community.



RESPONSIBILITIES

Program Operations and Festival Production

- Work with senior staff to establish goals, guidelines, and budgets for production and operations of year-round programs and festivals
- Provide leadership and foster accountability for meeting program budget and financial goals; work closely with Director of Finance to establish and maintain successful organizational finance and budget processes
- Create production timelines for all departments and supervise workflow of festival staff, vendors and box office to meet established deadlines
- Negotiate contracts for all venues, technology partners and box office services.
- Work with third party ticketing vendors to ensure smooth customer service for ticket buying experience
- Supervise Seasonal Event Coordinator and work together to hire and supervise seasonal staff
- In coordination with Marketing Manager, negotiate contracts for the production of JFI printed materials, web design and development, and program marketing
- Manage staff meetings, festival wrap meetings and review and revise festival production procedures
- Work with the program director to determine annual budget needs and help to manage program expenses

Human Resources

- Manage recruiting and hiring process for new employees and coordinate on-boarding process so that new employees understand the policies and procedures and have the tools they need to be successful. Manage employee relations issues, staff performance issues, performance review process, and other human resource issues.
- Oversee legal compliance with employment laws for organization. Review and manage compensation and benefits for the organization that is competitive and helps to hire and retain qualified employees.
- Serve as Benefits Plan Administrator

Technology and Operations

- Oversee internal operations to ensure efficient and consistent practices.



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- Provide attendance and other customer data analysis for development, marketing and program departments by working with business intelligence and web platforms.
- Plan for long range IT, communications and digital technology capacity including managing contract IT staff and consultants
- Oversee JFI's space planning and facility improvements.

Management Responsibilities

- Assist in supervising the Administrative Coordinator and part-time bookkeeper
- Serve as a member of JFI's senior management team and contribute to the overall strategic direction of the Institute.
- Facilitate a positive working culture at JFI with an emphasis on team-building and a creative, collaborative approach.

Minimum Qualifications

- Bachelor's degree. 6+ years of broad operations and financial management experience
- Knowledge of best practices and current trends in film and media exhibition
- Technology savvy
- Experience with managing software vendor contracts
- Commitment to professional development best practices in human resources
- Ability to set priorities and good time management skills
- Keen analytic, organizational and problem-solving skills
- Excellent communication skills and ability to develop positive work relationships with a variety of internal and external stakeholders
- Strong customer service skills.
- A multi-tasker with the ability to wear many hats in a fast-paced environment

Preferred Qualifications

- MA in Arts Management or related field, or an MBA
- Knowledge of Jewish culture.
- Knowledge of the local Jewish and film and media communities.

TO APPLY

Please send cover letter, resumé, and **salary requirements** via email to opportunities@jfi.org with Subject: Director of Operations Search.



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