



jewish film institute

Jewish Film Institute Program Assistant

Title: Program Assistant

Reports to: Director of Filmmaker Services and Director of Programming

Status: Part-Time, Non-Exempt, Hourly

Location: San Francisco, California

ORGANIZATION PROFILE

The Jewish Film Institute (JFI) champions bold films and filmmakers that expand and evolve the Jewish story for audiences everywhere. As the presenter of the annual San Francisco Jewish Film Festival, the world's first and most revered event for independent Jewish storytelling, JFI celebrates the spirit of film, inquiry, independence, collaboration, community, and inclusion to turn conversation into action, reframe understanding of Jewish cultures and identities, and nurture networks of filmmakers and artists. The Institute's filmmaker services include the competitive, year-long Filmmaker Residency and the JFI Completion Grants, which provide finishing funds to jury-selected projects.

POSITION SUMMARY

The Program Assistant works with Filmmaker Services and Programming, supporting each with both ongoing and specifically-assigned tasks that will vary in size and scope according to the organization's annual calendar. The successful candidate will be self-motivated, detail oriented, have excellent time and project management abilities, strong oral and written communication skills, and thrive in both collaborative and independent settings. Available beginning March 2025 with a hybrid work schedule.

RESPONSIBILITIES

Filmmaker Services

- Keep mailing lists and admin platforms up to date.
- Manage mail merges.
- Collect content and coordinate interviews for newsletters and social media.
- Vet applications and support onboarding for artist development programs.
- Assist with filmmaker agreements, PR materials, and calendars.
- Manage Zoom recordings, including simple video cut downs.
- Check supported film websites for JFI credits.
- Collate google alerts for supported films for communications team.

Program

- Support the management of film submissions and the Screening Committee as directed.
- Assist with collecting film assets and materials from filmmakers/distributors.
- Input film and screening details into the database.

QUALIFICATIONS

- Strong project planning skills with the ability to self-direct, meet deadlines, and prioritize among competing goals, while maintaining attention to detail.

- Ability to develop, maintain, and strengthen partnerships and work cooperatively with others on a team and across teams for the benefit of the organization.

NICE TO HAVE

- Competency in Microsoft Office, Google Drive, AirTable, DonorPerfect, Asana, and/or Agile (or any kind of ticket management system).
- Local knowledge of Bay Area film, arts, and philanthropic communities.
- Experience with film festival and event production.
- Simple video editing skills.

SALARY

This is an hourly, non-exempt position currently scoped at 10 hours/week, \$20/hour. The position has an opportunity for expansion as project needs increase seasonally.

TO APPLY

Please send cover letter, resumé, and writing sample via email to opportunities@jfi.org with Subject: Program Assistant

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.