



Jewish Film Institute Festival Venue Manager 2023

Title: Festival Venue Manager 2023

Reports to: Director of Finance & Operations

Status: Part-Time, Seasonal, Non-Exempt

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. JFI shapes Jewish narratives by giving viewers worldwide access to newly discovered and never-before-told stories.

The San Francisco Jewish Film Festival (SFJFF), presented by JFI, 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 festival of inspiring films, events, panels, and parties. SFJFF43 takes place Thursday, July 20 - Sunday, August 6, 2023, throughout the Bay Area- in San Francisco (Castro Theatre and Vogue Theatre) and Oakland (Piedmont Theatre).

POSITION SUMMARY

The Venue Manager is a part of the Theater Operations team and is responsible for providing exceptional support to all festival patrons and guests.

RESPONSIBILITIES

- Manage audience traffic flow before, in-between, and after screenings including Passholder, Ticketholder, and Rush holdout lines.
- Monitor reserved seating requests and fulfillment.
- Ensure printed and onscreen sponsorship/marketing obligations are fulfilled.
- Coordinate programs starts and facilitate media and audio quality checks with projectionists and/or filmmakers.
- Monitor Intros and Q&As - verifying microphones are properly functioning and sound levels are appropriate.
 - Assist with guest movement and stage management.
- Train and provide support to festival volunteers with the following:
 - Communicating accurate festival information to guests
 - Attendance oversight - clicking and ticket scanning.
 - Ushering - assisting patrons with seating
 - Tidying houses in-between screenings
 - Balloting



jewish film institute

- Coordinate with the Box Office to effectively impart festival information/screening updates to staff and public as needed.
- Partner with the Box Office on Rush sales - quickly locating and communicating any available seat inventory for ticket sales.
- Supervise balloting process + associated data entry.
- Record daily attendance numbers.

QUALIFICATIONS

- Experience with festival and/or event management desired
- Ability to perform well and remain calm in stressful situations.
- Strong people and communications skills to effectively assist patrons.
- Excellent problem-solving skills and willingness to resolve issues.

POSITION TIMEFRAME

Thursday, July 20 - Sunday, August 6, 2023

COMPENSATION

\$22/hr.

TO APPLY

Send cover letter with resume by email to opportunities@JFI.com, with “Venue Manager” in the subject line.

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.