



# SAN FRANCISCO JEWISH FILM FESTIVAL 38

july 19 – august 5  
sfjff.org

## 38th San Francisco Jewish Film Festival (July 19 – August 5, 2018) Festival Operations & Production Internship

**Title:** Festival Operations Intern

**Reports to:** Operations Director and Administrative Coordinator

**Compensation:** This is an unpaid internship but we can offer units of academic credit.

**Status:** Temporary/Seasonal

**Schedule:** June 1 – August 7, 2018 (Dates are flexible depending on candidate's availability)

### ORGANIZATION PROFILE

The **San Francisco Jewish Film Festival (SFJFF)**, presented by the Jewish Film Institute, 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. Presenting more than 65 films and 135 individual screenings, performances and events in five Bay Area cities (San Francisco, Palo Alto, San Rafael, Oakland, Berkeley), SFJFF attracts more than 40,000 filmgoers and industry professionals to its 18-day program.

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

The Operations Intern will support the Operations and Production initiatives for the 38th San Francisco Jewish Film Festival (July 19 - August 5, 2018). Interns who are interested in learning about festival production will have a hands-on experience during this year's SFJFF. JFI & SFJFF internships are meaningful positions for both those with prior experience in the field of film, event planning, communications, media, and as well as those seeking to gain new experience.

### RESPONSIBILITIES

- Assist with the management of Festival signage initiative for SFJFF 38
- Assist with Festival credentials creation and distribution management
- Support Festival Production efforts including venue equipment loads in/out
- Collaborate with Administrative Coordinator in managing and tracking festival inventory (this includes beverages, food, equipment, etc.)



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- Prepare and distribute tech binders for festival staff

#### QUALIFICATIONS

- Strong organizational skills
- Interest in event production and logistics
- Strong customer service skills
- Strong written and verbal communication skills
- Ability to work independently as well as part of a team
- Details-oriented and demonstrated attention to detail
- Responsive to unpredictable workflow and hours
- Flexible, creative and able thrive in a fast-paced environment

#### TO APPLY

Please email [opportunities@jfi.org](mailto:opportunities@jfi.org) with the Subject: SFJFF38 Operations Internship

*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.*