



SAN FRANCISCO JEWISH FILM FESTIVAL 38

july 19 – august 5
sfjff.org

San Francisco Jewish Film Festival 38 (July 19 – August 5, 2018) Volunteer Manager

LOCATION: San Francisco, California

REPORTS TO: Director of Operations

POSITION TIME FRAME: From Early June – Early August, 2018. Attendance at Festival Wrap Meeting Required.

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 been told before stories.

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. SFJFF attracts more than 40,000 filmgoers and industry professionals to its annual three weeks of inspiring films, events, panels and parties. Screenings take place at the historic Castro theatre in San Francisco and venues throughout the Bay Area during July and August.

POSITION SUMMARY:

The Volunteer Manager will be responsible for all Festival volunteer recruitment and on-site volunteer supervision for all venues and dates. The Festival begins Thursday, July 19 and runs for three weeks throughout the Bay Area till August 5, 2018 including San Francisco (Castro Theatre) San Rafael, Palo Alto and the East Bay.

DUTIES AND RESPONSIBILITIES:

- Perform all aspects of recruiting, screening, interviewing, onboarding and training volunteers
- Develop and distribute Volunteer Policy and Procedures Manual
- Create volunteer job descriptions
- Within ShiftBoard, develop, shifts, application form and volunteer letter appropriate for the 2018 Festival
- Run volunteer recruitment meetings
- Schedule volunteers for all Festival needs
- Train Festival Venue Managers on signing in and assigning tasks to volunteers
- Assist with Festival balloting initiative
- Work with Box Office Manager to manage volunteer voucher system
- Assist with greeting, checking in, training and supervising volunteers at each venue
- Coach, mentor and advise volunteers
- Monitor and track attendance, evaluate volunteer hours and determine coverage
- Respond to questions from volunteers promptly to resolve ongoing issues
- Write a wrap report and attend the post-Festival wrap meeting
- Organize a modest "thank you" event for volunteers



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QUALIFICATIONS:

- Working familiarity with Shiftboard
- Highly-organized and personable
- Excellent written and oral communications skills
- Experience in the customer service industry preferred
- Ability to work independently and as part of a team in a fast moving environment

TO APPLY: Send cover letter with resume to opportunities@jfi.org with subject "2018 Festival Volunteer Manager"

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.