

**Job Title:** Film Festival Intern (Unpaid Internship)  
**Department:** Cultural Arts **Prepared Date:** August 2017  
**Reports To:** Cultural Arts Program Coordinator **Period of Internship:** 2 to 6 months

*All employees are expected to represent the J's Vision, Mission, and Values while conducting their job duties:*

Vision: The Stroum Jewish Community Center will inspire connections that build community and ensure Jewish continuity. Mission: Together we celebrate outstanding programs, partnerships, and spaces that welcome everyone to learn, grow, and celebrate Jewish life and culture. Values: K'lal Yisrael (Jewish Peoplehood), Hachnasat Orchim (Welcoming Everyone), Limud (Learning), Simcha (Joy), Derech Eretz (Respect and Common Courtesy), Shmirat haNefesh v'haGuf (Taking Care of Oneself, Body and Soul), Kehillah shel Chaverim (A Community of Friends).

### **Position Summary:**

Seattle Jewish Film Festival – the largest Jewish event in the Pacific Northwest, one of the largest of its kind in the country and in our region – is looking for a motivated, dynamic intern to support this highly anticipated annual community and cultural arts event. SJFF is a cornerstone of Stroum Jewish Community Center's community building mission and a cinematic celebration of global Jewish and Israeli life, history, complexity and culture for everyone in the region. You will play a supportive role on SJCC's Cultural Arts team preparing for the 23<sup>rd</sup> annual festival, running March 10 – March 18, 2018, and will gain experience planning the event and working in a large non-profit and arts organization.

Learn more at [www.sjcc.org/cultural-arts](http://www.sjcc.org/cultural-arts) and [www.seattlejewishfilmfestival.org/about](http://www.seattlejewishfilmfestival.org/about)

### **Essential Duties and Responsibilities:**

Support Festival Program Coordinator as needed, including but not limited to:

- Research films and contact film distributors
- Database entry
- Emailing, managing and tracking submissions and committee reviews
- Researching potential guest speakers/artists/sponsors
- Assist with film/event promotions and outreach
- Additional support for cultural arts, year-round film and cultural arts programs and programming staff as needed

### **Requirements:**

- Volunteer 6 to 10 hours per week in office
- Strong and effective verbal and written communication skills
- Good team player who takes initiative
- Experience in Microsoft Word, Excel, and PowerPoint; Knowledge of Photoshop or Illustrator, a plus
- Comfortable with PC or Macintosh computers
- Customer service experience

### **Compensation:**

- This is an unpaid internship.
- Credit can be arranged with your advisor/professor upon request.

### **HOW TO APPLY:**

Submit applications to: [loric@sjcc.org](mailto:loric@sjcc.org)