

Job Title: Film Festival Intern (Paid Internship)
Department: Arts + Ideas
Reports To: Arts + Ideas Program Coordinator

Prepared Date: November 2018
Period of Internship: 3 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 Arts + Ideas team preparing for the 24th annual festival, running March 23 – 31 & April 6-7, 2019. You will gain experience planning the event and working in a large non-profit and arts organization.

Learn more at <https://sjcc.org/arts-ideas/> and 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:

- 6 - 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 is a plus
- Comfortable with PC and Macintosh computers
- Customer service experience

Compensation:

- This is a paid internship at the rate of \$16.00/per hour
- Credit can be arranged with your advisor/professor upon request

HOW TO APPLY:

Submit applications to: loric@sjcc.org