

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

Prepared Date: August 2019
Period of Internship: 3 - 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 Arts + Ideas team preparing for the 25th annual festival, running March 19 - 29 & April 4 - 5, 2020. 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
- Email, manage and track submissions and committee reviews
- Research potential guest speakers, artists, and sponsors
- Assist with film/event promotions and outreach
- Provide additional support for cultural arts, year-round film and cultural arts programs, and programming staff as needed

Requirements:

- Work 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

Physical Demands and Work Environment:

The information described below represents the physical activities and surroundings one may encounter when performing the duties of this position. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands: To perform the job, the employee is frequently required to talk and hear on the telephone and in person with individuals and groups. The incumbent will carry materials (presentation) weighing up to 25 lbs when traveling on business.

Environmental Conditions: The work is typically performed in an office environment, with a moderate noise level. Local travel may be required.

HOW TO APPLY:

Submit applications to: loric@sjcc.org