

The Boston Jewish Film Festival

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JOB DESCRIPTION 2006 PROGRAMMING INTERNSHIP

ORGANIZATION DESCRIPTION:

The Boston Jewish Film Festival, Inc. is a tax-exempt, not-for-profit corporation. Its annual Festival, begun in 1989, showcases the best contemporary films from around the world on Jewish themes. The Festival was named one of the best film series of 1999 by The Boston Society of Film Critics. In addition, the organization screens films with Jewish themes throughout the year, often in collaboration with other film organizations. The next annual festival will take place in November, 2006.

POSITION DESCRIPTION/BENEFITS:

- Works under the direction of Managing Director and in coordination with Programming Assistant and Artistic Director. Most work will involve research, correspondence, and assistance with management of film-search process.
- Offers an opportunity to learn about the growing film festival community, as well as Boston's film and arts culture.
- Position is unpaid, with an option for college credit

REQUIREMENTS:

- Position is 14 hours per week, during regular Monday-Friday business hours
- Attention to detail a must
- Good writing ability, organizational skills, and computer skills, pleasant phone manner.
- Knowledge of Microsoft Word and FileMaker Pro (or other database experience) helpful

TYPICAL PROJECTS (Assignments depend on skill and education level):

- Solicit films by corresponding with filmmakers, producers, and distributors.
- Help source films through internet, catalog and other research.
- Pre-screen films and write screening notes for Artistic Director.
- Maintain computer database, hard copy files and bookshelf system to keep track of all screening cassettes coming into the office. Issue weekly film status reports.
- Process, track and return screening cassettes to filmmakers and distributors.
- Help with mailings, set-up, and organization of film events.
- Provide ongoing general office support including filing, mailings, and answering phones.

Position available now. If you are interested in the position, or for more information, contact Amanda Johnston: aiohnston@bjff.org. 617-244-9899.