

Washington Jewish Film & Music Festivals Internships
Washington DC Jewish Community Center

The Washington Jewish Film Festival (WJFF) brings together over 18,000 people to watch new and award-winning films that explore the great diversity of the Jewish experience. These films from around the world bring to life stories, subjects and ideas that open our minds and change our perspectives. In addition, the WJFF Year-Round Program is an arm of the WJFF exhibiting entertaining and thought-provoking features, documentaries and shorts from around the world every week at the Aaron & Cecile Goldman Theater. Most screenings are accompanied by thought provoking speakers including filmmakers and scholars who stimulate discussions or give dynamic live performances.

The Washington Jewish Music Festival (WJMF), established in 1999 with a lead gift from the Howard and Geraldine Polinger Family Foundation, promotes a broader appreciation of Jewish culture and connects the Washington, DC community through live music performances. WJMF presents extraordinary performing artists who preserve and invigorate Jewish music in contemporary culture through the annual 10-day festival and year-round performances. The WJMF actively engages the DC community by collaborating with local arts and cultural organizations as well as educational programming to enhance cross-cultural dialogue.

Description

The Washington Jewish Film & Music Festivals and year-round programming are currently seeking 2-3 highly motivated individuals to join our team as interns for at least 2 days (15 hours) per week. Summer Internships are arranged based on the intern's availability – we do our best to work with your schedule. Interns will learn about nonprofit arts programming by assisting in multiple aspects of the year-round and festival programs including, but not limited to, marketing and community outreach, film proofing and print tracking, music research, and special events.

Summer interns have the unique opportunity to take part in a critical planning phase for both the June Music Festival and the early stages of planning for the 2017 Film Festival. They will see what it means to be a valued part of the continued success of the year-round programs and will play an essential role in the execution of the 17th Washington Jewish Music Festival taking place, June 3 - 15, 2016.

Tasks May Include:

- Track and coordinate Music Festival materials
- Research and enter into Zone Festival (database) films in consideration for 2017 Film festival
- Assist with special events including Opening, Closing and Centerpiece evenings for Music Festival
- Prepare audience surveys and arrange materials for Music Festival events
- Assist with Box Office operations alongside Administrative Manager
- Brainstorm, research and contact new community partners
- Coordinate and analyze social media alongside the Communications Manager
- Assist with guest hospitality and guest travel alongside the Administrative Manager
- Provide administrative support for daily office tasks
- Collaborating with Film/Music team to create innovative programs and reach new audiences

Contact KaitlinW@washingtondcjc.org with resume, short cover letter and availability. No phone calls please. This is an unpaid position, school credit may be arranged.