JOB OPENING – The National Center for Jewish Film
Program Associate

Dynamic full-time position in nonprofit film center. Program Associate is responsible for the film distribution operations of NCJF’s films, including public performance screenings and sales. Work directly with film programmers, curators, film festivals, cinemas, museums, and institutions worldwide, providing programming recommendations and materials to meet the needs of a wide variety of venues and events. Book, bill & print traffic all films available exclusively through NCJF, including negotiating fees and contracts, and shipping. Program Associate maintains data and relationships with exhibitors and with the filmmakers represented by the Center, including drafting royalty reports. Position includes contributing to the Center’s outreach and PR, its website and social media, to the Center’s fiscal sponsorship program for the production of new films, and to the Center’s development activities, and supervising interns. Program Associate contributes to NCJF’s exhibition programs, including NCJF’s annual film festival in Boston. This is a creative position with the potential for professional growth in programming and curatorial work, and nonprofit administration.

Required Skills
Film distribution experience strongly preferred. Office experience required. Meticulous organizational skills, attention to detail, follow through, ability to prioritize projects, and problem-solving skills, as well as strong interpersonal & communications skills required. Writing experience preferred. Excellent computer skills, including Filemaker, design, web, and social media software. Knowledge of Jewish culture and/or film preferred. Graphic design and video editing skills preferred. Applicant should be a resourceful self-starter who thrives in managing multiple tasks and projects in a fast-paced working environment. Occasional evenings & weekends may be required during programming season. Access to a car for Center duties helpful.

Details
Full time position. Small, informal office. Free parking. MBTA: Commuter Rail Roberts/Brandeis. NCJF is an independent 501(c)3 nonprofit arts organization. The office is located on the campus of Brandeis University in Waltham, MA.

Please email cover letter, resume, two references, and salary requirements to:
Lisa Rivo, Co-Director, The National Center for Jewish Film
ncjfprogram@gmail.com

About The National Center for Jewish Film (www.jewishfilm.org)

NCJF is a unique, independent nonprofit film archive, distributor & exhibitor, housing the largest archive collection of Jewish-content film in the world, outside of Israel. Since 1976, NCJF has rescued, restored and exhibited films that document the diversity and vibrancy of Jewish life. These rare films now screen worldwide and appear in hundreds of documentaries, artworks and museum exhibitions. A world leader in the collection and exhibition of Jewish film and culture, NCJF provides consultation and resources to thousands each year. The Center supports independent filmmakers by distributing their productions and overseeing new films produced under its aegis. NCJF is a major distributor of new independent films, representing 100 contemporary filmmakers. More than 250 films—restored classics and new films—are available for public exhibition and DVD purchase exclusively through NCJF.