

Film Festival Coordinator

Posted Date: July 2025
Title: Film Festival Coordinator
Department: Curatorial Affairs
Reports to: Director, New York Jewish Film Festival Schedule
FSLA Status: Non-Exempt
Schedule: Full-Time (Temporary), September 3, 2025 to February 9, 2026

The Jewish Museum:

The Jewish Museum serves people of all religious, cultural, and ethnic backgrounds through world-class art exhibitions ranging from ancient to contemporary. Founded in 1904 and located on New York City's Museum Mile, the Jewish Museum aspires to be the global leader at the center of Jewish culture.

The Museum maintains a unique collection of nearly 30,000 works of art, ceremonial objects, and media reflecting the global Jewish experience over more than 4,000 years. The Museum's thought-provoking, innovative, and intellectually stimulating exhibitions and education programs serve a wide range of audiences, including families, teens, students, educators, and visitors with disabilities. As an identity-based institution, the Museum plays an important role among cultural institutions, challenging all forms of bigotry and discrimination and promoting understanding among wide audiences. The Jewish Museum invites applicants of all backgrounds to consider joining the Museum in its work.

The Jewish Museum is committed to creating an inclusive and welcoming environment for all and to promoting a positive work culture that celebrates difference, challenges prejudice, and ensures fairness. Integrity, collegiality, and excellence are central to the Museum's values. These values, along with an institution-wide commitment to Diversity, Equity, Access & Inclusion (DEAI), are embedded in the Museum's strategic plan and will be the focus of a comprehensive DEAI action plan.

The Position:

The Jewish Museum seeks a temporary Film Festival Coordinator to assist with planning and implementing the 2026 New York Jewish Film Festival. The coordinator is responsible for supporting all administrative and logistical efforts that go into executing the New York Jewish Film Festival. The festival is co-presented by the Jewish Museum and Film at Lincoln Center and is scheduled for January 14-28, 2026.

Responsibilities Include:

- Act as the primary liaison to inquiring filmmakers, distributors, and other talent: Respond to filmmakers and distributors wishing to



submit films, request materials, answer questions, provide updates, share consideration decisions

- Research potential films; solicit online screeners
- Make travel arrangements for visiting filmmakers and talent
- In collaboration with supervisor, field all internal inquiries related to the film festival
- Steward festival submission database, verifying all film information (e.g. title, run time, premiere status), and updating submissions as needed
- Gather and organize film information (EPKs, reviews), and digital assets (stills, trailers) which will be shared across departments for marketing and PR purposes
- Fact check and proofread all festival-related marketing materials (film descriptions, brochures, membership emails, invitations, etc.)
- Circulate film links to selection team, track films shared with team
- Schedule and attend meetings of selection team, write up meeting minutes
- Negotiate fees for films with distributors and filmmakers, in consultation with supervisor
- Invite and schedule speakers for post-screening discussions
- Create and send out templated contracts for filmmakers, distributors, speakers and interpreters, organize all executed contracts
- Request and process invoices and payments, maintain festival budget records
- Create and manage vital documents shared across JM departments and with partner organizations
- Create schedule of introductions and post-screening discussions
- Create internal contact sheet of filmmakers, speakers, and distributors
- Create print source list for website and outside inquiries
- Liaise with Film at Lincoln Center on the above and for filmmaker tickets
- Provide NYJFF information to JM Visitor Experience and Membership departments
- Provide print sources to FLC for print traffic purposes
- Attend all screenings and assist with filmmakers, assist in talent coordination, ensure all ticket and seat requests are prepared, and provide general support to FLC theater staff
- Provide materials for wrap-up meetings
- Send thank you notes to filmmakers and distributors with press highlights

Other Duties and Responsibilities:

- Introduce films and conduct Q&A's as assigned
- Additional duties as assigned

Requirements:

- 2-4 years' experience in film and media arts administration
- Excellent writing and verbal skills. Ability to communicate effectively with diplomacy and tact to colleagues, vendors, and the public



- Customer service experience preferred
- Strong organizational skills and ability to handle and prioritize detailed projects simultaneously and carry them through to completion
- Familiarity with Microsoft Suite and Google Drive
- Creative, self-starting team player
- Experience with budgeting preferred
- Flexible work schedule (includes evenings and weekends during Film Festival)
- Good judgment and decision-making abilities

Salary – \$30.61/hour

Send Resume with Cover Letter To:

**Director, Human Resources
The Jewish Museum
1109 Fifth Avenue
New York, NY 10128
Email: jobs@thejm.org**

The Jewish Museum is committed to diversifying its staff and encourages individuals of all ethnic, racial, and religious backgrounds to apply for this position. The Museum is an equal opportunity employer and does not discriminate on the basis of any protected characteristic prohibited by applicable law.

This is a unionized position with covered employees represented by Local 2110, UAW, AFL-CIO.

