

NMAJH Summer Internship Program in Partnership with GPJFF

GPJFF is proud to be a partner location for the National Museum of American Jewish History (NMAJH)'s Summer Internship program. The mission of the Gershman Philadelphia Jewish Film Festival is to educate and engage diverse Philadelphia communities, Jewish and non-Jewish alike, by presenting world-class film premieres, repertory cinema, and associated programs that are inspired by Jewish history, heritage, and values. Our vision is to create shared experiences and connections through film and cultural programs inspired by Jewish legacy and values.

Key Responsibilities

The GPJFF Program Intern will assist the GPJFF Executive Artistic Director with carrying out key responsibilities while preparing for our major two-week Fall Festival. Responsibilities include:

- Coordinating outreach and group sales with Community Partner organizations
- Lining up a new GPJFF volunteer base and creating a Master schedule
- Coordinating a GPJFF street team for distributing brochures and flyers
- Coordinating the testing of films at all fall GPJFF venues
- Assisting with speaker research and helping to create a Master schedule and individual itineraries
- Assisting with social media research and creating original content for posts
- Assisting with event planning
- Assisting with procuring donations for fall events and parties
- Assisting with other administrative duties as needed
- Assisting with watching films for potential distribution to the GPJFF Screening Committee
- Assisting with the fall festival shorts programs

Requirements

- Candidate should be an undergraduate, graduate, or recently graduated student
- Candidate should be interested in film, the arts, history, and Jewish culture
- Candidate should be intelligent, creative, organized, and reliable
- Candidate should be able to multi-task, prioritize, and meet deadlines
- Candidate should be an excellent writer/communicator
- Candidate should possess a pleasant and professional demeanor in-person and on the phone
- Candidate should be able to work both collaboratively and independently
- Candidate should be able to work in a fast-paced office environment

Duration of Internship

Summer Interns must be available to work between 30 – 40 hours per week for a minimum of 8 weeks. If accepted for an internship, the candidate will be expected to participate in additional seminars, group outings, and opportunities through the National Museum of American Jewish History. This internship is unpaid.

Click [HERE](#) for more information about this internship opportunity.
Click [HERE](#) to apply.