



THOMAS EDISON FILM FESTIVAL

1301 Hudson St., Hoboken, NJ 07030

mailing: Thomas Edison Media Arts Consortium, PO Box 3426, Hoboken, NJ 07030

[www.TEFilmFest.org](http://www.TEFilmFest.org)

**HELP  
WANTED**

## **Part-Time Assistant - administration of film festivals**

[The Thomas Edison Media Arts Consortium](http://www.TEFilmFest.org) seeks a part-time Festival Assistant to work directly with Executive Director (ED) Jane Steuerwald in the administration of the Thomas Edison Film Festival (TEFF), and the NJ Young Filmmakers Festival (NJYFF).

### **The ideal candidate must be:**

- Detail-oriented
- Interested in the workings of an annual non-profit international film festival.
- Willing to perform many basic tasks typical of office work.
- Willing to work both in-person with the ED and remotely as required.

### **Skills/Experience**

Required - Writing, Microsoft Word, social media and data input

- Fundraising experience is a plus.
- Graphic design experience in Photoshop is a plus.

### **Responsibilities**

- assisting with email contacts
- filmmaker profiles including graphics
- film descriptions
- trailers
- donation management, and more.

### **The Festival Assistant will also have the opportunity to:**

- Pre-screen international film submissions
- Interact with filmmakers
- Design press releases and flyers
- Manage the Festival's social media accounts
- Participate in festival screenings and events

The Thomas A. Edison Media Arts Consortium is an Equal Opportunity Employer. It is the policy of the Consortium to maintain a working environment and a program exhibition environment free from all forms of unlawful discrimination. The Consortium advocates for diversity, equity, inclusion, and access and believes that these practices lead to greater innovation in the arts.

### **Please send your resume with references and a cover letter directly to:**

Jane Steuerwald  
Thomas A. Edison Media Arts Consortium  
[Jane@TEFilmFest.org](mailto:Jane@TEFilmFest.org)

**Questions?** Call Jane Steuerwald - (201) 856-6565