

FILM INDEPENDENT

Job Description as of: 6/27/24

Title: Programming and Events Intern

Reports to: Director of Programming and Events

Pay Range: \$17.28 per hour

Status: Non-Exempt

ABOUT FILM INDEPENDENT

Film Independent's mission is to champion creative independence in visual storytelling in all its forms, and to foster a culture of inclusion. We support a global community of artists and audiences who embody diversity, innovation, curiosity and uniqueness of vision.

Job Description:

The Programming and Events Intern will have the exciting opportunity to work at Film Independent, one of the nation's premier film arts nonprofits. The intern will work under the direction of the Director of Programming and Events to gain hands-on learning about all aspects of non-profit events planning. The intern will work on programming and production of both in-person and virtual events, including film screenings, discussions with filmmakers and other special events. Additional duties may include supporting the Programming and Events team with administrative tasks such as collecting film assets and performing database entry. The intern will work approximately 20-30 hours a week from September 2024 through February 2025. The schedule will include some nights and weekends.

Duties:

- Assist full-time staff with day-to-day operations and event planning
 - Assist with promotion and collect film assets
 - Support projects related to events
 - Attend meetings
 - Communicate with other departments about event details
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Requirements:

- Ability to work as part of a team and under pressure with all personalities at various levels.
 - Experience working with Microsoft Office Suite, including Word and Excel.
 - Strong organizational skills, attention to detail, and good writing and communication skills.
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Competencies:

- An interest in the entertainment industry, event planning and film is strongly preferred.
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How to Apply:

Interested candidates are invited to submit their resume and cover letter outlining their relevant experience and qualifications to jobs@filmindependent.org.

Please include **"Programming and Events Intern"** in the subject line.

Don't meet every requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. We are committed to building a diverse, inclusive, and authentic team. If you're excited about this role but your past experience doesn't align perfectly with the job description, we would like you to apply anyway. You may just be the perfect fit for either this or other roles.

Film Independent is an equal opportunity employer and will not discriminate against any employee or applicant based on race, color, national or ethnic origin, religion, age, gender, handicap, pregnancy, sexual orientation or veteran status.