



## Communications Intern 2015

2 positions available

Cine Las Americas is a non-profit organization dedicated to the exhibition and promotion of Latino, Iberoamerican and American indigenous film in Austin, Texas. The 18th Cine Las Americas International Film Festival takes place April 22-26, 2015.

### Job Description:

Cine Las Americas seeks a part-time Communications Intern. This person will be responsible for assisting in the effective communication strategy of the organization's programs, including the annual film festival, and year-round programs and initiatives to the general public and members.

### Responsibilities May Include:

- Collaborate in generating online content (website, Constant Contact e-newsletter, social media) that engages audiences and leads to measurable results.
- Identify potential outreach groups and audiences. Maintain an outreach database to track communication.
- Assist in the development, production, distribution, and maintenance of all print and electronic material, including but not limited to year-round program printed schedule, e-newsletters, fliers, posters, post-cards, printed and electronic ads.
- Copy editing promotional communications, including but not limited to year-round program materials, promotional materials, letters, press releases, reports, proposals, etc.
- Collaborate in webpage maintenance, and ensure that new and consistent information is posted regularly across platforms, including but not limited to article links, stories, and events.
- Track and measure the level of engagement within sponsorships and membership.
- Submit event listings for community calendars and event publications.

### Job Qualifications:

- Positive attitude, good team member, responsive to direction and input towards team goals and projects.
- Self-starter, able to work independently as needed, and entrepreneurial with a strong desire to learn.
- Willingness to take initiative and experience the leadership role of a Communications Intern within a nonprofit entity.
- Able to keep calm under pressure and adapt to changes quickly.
- Excellent writing/editing and verbal communication skills, bilingual in English and Spanish is a plus.
- Ability to transform content into exciting and useful messages, and disseminate it to the right audiences through the best distribution channels.
- High energy and maturity with a highly collaborative style.
- Skills in working with Mac based IT systems, GoogleDrive and Microsoft Office. Additional experience in FilemakerPro, Adobe Creative Suite and WordPress is a plus.

# CINELASAMERICAS

**Availability:**

Applicants must be available for 10 to 15 hours per week, which includes time in the office and on location at special events. Applicants must be willing to work on a regular schedule during the week, with after hours and on weekends as needed to assist with special events. Must be available additional hours from April 1 to 27, 2015, including evenings and weekends.

**Term of Internship:**

January 15, 2015, through May 15, 2015. This is a non-paid, part-time, internship position. University or College Internship Credit may be earned with appropriate oversight and in accordance with the institution's degree plans.

**How to Apply:**

Email cover letter and resume to entries (at) cinelasamericas.org. Make sure to include "Communications Intern" in the subject line. No phone calls please.