

CINELASAMERICAS

Film Festival Intern 2016

3 positions available

Cine Las Americas is a non-profit organization dedicated to the exhibition and promotion of Latino, Ibero-American and American Indigenous film in Austin, Texas. The 19th Cine Las Americas International Film Festival will take place May 4-8, 2016.

Job Description:

As a Film Festival Intern you will gain experience in the day-to-day management of an international film festival and non-profit organization. This job consists of providing general support to the film festival staff in managing festival operations before, during and after the festival. Based on the intern's skills and special interests, you will assist with a variety of tasks, ranging from general office operations to event production, outreach, hospitality, special events, volunteer coordination, publishing, programming and film exhibition. Film festival staff members often have the roles of wearing multiple hats in their job. As Film Festival Intern you will get a taste of the various roles and responsibilities required to prepare for and execute a film festival.

Qualifications:

- Currently enrolled at an accredited college or university.
- An interest in developing a career path in the international film industry, non-profit sector or special events.
- Positive attitude, good team member and quick learner.
- Must be proactive and have excellent time management, organizational, and communication skills.
- Able to keep calm under pressure and adapt to changes quickly.
- Proficient in Microsoft Office, Dropbox, Gmail and Google Drive.
- Willingness to run errands relating to the production of the festival.
- Spanish and/or Portuguese fluency a plus but not required.
- Knowledge of basic film festival and movie theater protocol a plus.
- Knowledge of digital photography, video, social media and/or web publishing is a big plus.

Availability:

- Applicants must be available for 10-15 hours per week in the office, and will also work some from home as required.
- Available on evenings and weekends to work year-round screenings before the festival to gain event production experience.
- Must be available additional hours from April 29 - May 10, 2016, including evenings and weekends.

Term of Internship:

January 20, 2016, through May 20, 2016. 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.

To Apply:

Email cover letter and resume to [entries \(at\) cinelasamericas.org](mailto:entries@cinelasamericas.org). Make sure to include "Film Festival Intern" in the subject line and indicate if you have any specific areas of interest within the body of the email. No phone calls please.