

# CINELASAMERICAS

## Film Festival Intern 2018

2 positions available

Cine Las Americas is a non-profit organization dedicated to the exhibition and promotion of Latinx, Iberoamerican, and American Indigenous film in Austin, Texas. The 21st Cine Las Americas International Film Festival will take place May 2 - 6, 2018.

### Internship Description:

Film Festival Interns 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, they 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 take on or collaborate across multiple roles as part of their jobs. Film Festival Interns 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.
- Willingness to run errands relating to the production of the festival.
- Skills in working with Mac and PC based IT systems, GoogleDrive, and Microsoft Office. Additional experience in SmartSheet, Adobe Creative Suite, DropBox and WordPress is a plus.
- Spanish and/or Portuguese fluency a plus but not required.
- Knowledge of basic film festival programming and exhibition 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 to 15 hours per week, which includes time in the office as well as work as needed from home (this may include weeknights and weekends).
- 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 28 - May 10, 2018, including evenings and weekends.

### Term of Internship:

January 20, 2018, through May 15, 2018. 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.

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## **To Apply:**

Email cover letter and resume to [entries@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. We look forward to hearing from you at [entries@cinelasamericas.org](mailto:entries@cinelasamericas.org)!