

CINELASAMERICAS

Communications Intern 2019

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 22nd Cine Las Americas International Film Festival will take place May 1 - 5, 2019.

Internship 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 to the general public and members, including the annual film festival, as well as year-round programs and initiatives.

Responsibilities May Include:

- Collaborating in generating online content (website, Constant Contact e-newsletter, social media) that engages audiences and leads to measurable results.
- Identifying potential outreach groups and audiences. Maintaining an outreach database to track communication and engagement.
- Assisting in the development, production, distribution, and maintenance of print and electronic material, including but not limited to year-round and festival program printed schedule, e-newsletters, fliers, posters, post-cards, print materials, and electronic ads.
- Copy editing promotional communications, including year-round and festival program materials, event promotional materials, letters, press releases, reports, proposals, and the like.
- Collaborating in webpage maintenance, and ensuring that new and consistent information is posted regularly across platforms, including but not limited to article links, stories, and events.
- Submitting event listings for community calendars and event publications.

Job Qualifications:

- Currently enrolled at an accredited college or university. Preference given to undergraduate seniors and graduate students.
- Willingness to take initiative and fulfill the responsibilities of the role of Communications Intern within a nonprofit entity.
- High energy and maturity with a highly collaborative style. 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.
- Able to keep calm under pressure and adapt to changes quickly.
- Excellent writing/editing and verbal communication skills required; 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.
- Skills in working with Mac and PC based IT systems, GoogleDrive, and Microsoft Office. Proficiency in SmartSheet, Adobe Creative Suite, DropBox, and WordPress is preferred but not required. Previous experience with social media campaigns is a plus.

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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 week nights and weekends).
- Must be available additional hours from April 22 - May 10, 2019, including evenings and weekends.

Term of Internship:

January 15, 2019, through May 15, 2019. 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@cinelasamericas.org. Make sure to include "Communications Intern" in the subject line.

No phone calls please. We look forward to hearing from you at entries@cinelasamericas.org!