



## RHODE ISLAND INTERNATIONAL FILM FESTIVAL INTERNSHIP APPLICATION INFORMATION

### QUALIFICATIONS

*Each department has different qualifications. Please carefully review all the jobs available before selected the position you feel best suits you.*

**ALL INTERNSHIPS ARE NON-PAID, but have outstanding benefits!!**

### **JOB TITLE: SCREENPLAY COMPETITION ASSISTANT**

**Job Description:** Assists Screenplay Competition Director with marketing and promoting competitions; logs and processes applications for entries; organizes and enters information into database; answers and aids all entrants with questions regarding competitions; build relationships with fellow film schools; lead large mail-outs for competitions; establish relationships with production companies.

**Job Requirements:** Must be assertive, outgoing, friendly, creative, and detail oriented.

### **JOB TITLE: SUMMER CAMP ASSISTANT**

**Job Description:** Assists Instructors at KidsEye™ Filmmaking Summer Camp classes. Classes range from special effect, to making documentaries and short films. Interns would help groups write, shoot, edit and screen films.

**Job Requirements:** Must be available during the Summer to assistant in entire Camp Sessions. Must be committed to working with kids, as they frequently get attached. Basic knowledge or experience with film equipment a bonus!

### **JOB TITLE: OFFICE/EVENT PLANNING INTERN**

**Job Description:** Office/event planning interns will assist in inter-office, client and vendor communications. Special projects such as volunteer recruiting and training or program development and organization will be assigned. Your creative ideas are welcome here!

**Job Requirements:** Intern must be organized and willing to learn, ask questions, become involved and think on his/her feet. General computer literacy on Microsoft based programs is a must. Intern may also be asked to run errands, so a car is a plus.

### **JOB TITLE: CONFERENCE/SYMPOSIUM INTERN**

**Job Description:** The Conference/Symposium Department celebrates writers' contributions to film & television along with regional and industry trends in film production. During four days of panels (ScriptBiz™ and the Rhode Island Film Forum™) screenwriters & filmmakers network & learn the tricks of the trade - the art, craft & business of screenwriting & filmmaking - from the masters themselves, leading industry writers, directors, producers, agents, managers and production company executives. Intern(s) will assist the Conference Directors in coordinating these numerous panels and arrange travel and accommodations for our distinguished guests.

**Job Requirements:** People skills are a must. You must be comfortable on the phone, able to multitask, and highly organized. It is preferred that you have an interest in film and film-related events. Examples of duties include: assisting in mail outs, arranging travel itineraries, putting together press packets, research contact information w/agencies and/or panelists, marketing, and overseeing volunteers during the Conferences.



#### **JOB TITLE: FILM COMPETITION INTERN**

**Job Description:** Assist in researching and marketing/outreach to students and filmmakers. Help with mailing, eblasts and maintaining databases. Assist in obtaining and showing advance screenings. Online research of filmmaking web sites and films.

**Job Requirements:** Looking for a problem solver and self-starter who is organized, knowledgeable, interested in film and film-related events, friendly and outgoing!

#### **JOB TITLE: STUDENT FILMMAKERS PROGRAM INTERN**

**Job Description:** Publicizing the New England Student Film Festival. Research (and contact) schools and various organizations through which we can increase public awareness of the NESFF. Research various organizations through which we can get money/sponsorship for the NESFF. Brainstorming and putting into practice ways to expand NESFF (screenings, increasing publicity for competitions, etc.) Mailings for NESFF and Membership. Brainstorming ways to expand membership.

**Job Requirements:** Intern must be friendly, outgoing, patient, organized.

#### **JOB TITLE: DEVELOPMENT INTERN**

**Job Description:** Assistant to the Executive Director. Duties may include cold calling, proposal writing, event planning, market research, and database management.

**Job Requirements:** People skills and attention to detail are absolutely necessary. Intern must be comfortable on the phone when presenting sponsorship opportunities to companies. Must also have excellent writing skills and creative ideas. Ability to take the initiative also highly preferred. Great way to network with people and meet executives from a variety of fields!

#### **JOB TITLE: REGISTRATION INTERN**

**Job Description:** The first entry portal for visiting filmmakers is the registration desk where their credentials are confirmed, photos taken and badges/passes created. This is a highly important component of the Festival as first-impressions last. An excellent role for Marketing, English, Business or Sales major loaded with patience and diligence.

**Job Requirements:** Familiarity with Word, Excel, and Access needed. Good organizational skills a must.

*\*\* Position is available Summer and Fall only (during the RI International Horror Film Festival.)*

#### **JOB TITLE: PR INTERN**

**Job Description:** Generate press and liaise with media contacts for RIIFF programs, including but not limited to: special RIIFF premieres and advance screenings throughout the year, KideEye™ Filmmaking Summer Camp, ScriptBiz™, RI Film Forum™, fundraisers, parties and the Rhode Island International Film Festival. Work closely with our outside RIIFF Staff in the weeks leading up to the Film Festival and assist them in any capacity needed. Write and distribute press releases and media advisories, keep calendar of upcoming RIIFF events and maintain a database/filing system for PR work done and generated for each event, maintain PR binder, develop and maintain relationships with local media outlets, including television, radio, print and internet. Track and respond to Press Pass requests to attend the the Rhode Island International Film Festival. The goal of the PR intern is to garner as much media attention in advance of, during and after our events to increase public attendance and awareness.

**Job Requirements:** Strong writing and organizational skills a must; motivated with excellent initiative, execution and follow-up; personable, outgoing and friendly. PR experience required.



**Time Requirements:** This is a part-time job with no set hours. Depending upon upcoming events, some weeks will be busier than others and we require that our PR intern attend every RIIFF event that they are able.

*This is an exciting job opportunity for anyone eventually seeking a full-time career in PR. The intern will gain valuable PR experience, develop relationships with local media and get to work with one of the top international film festivals.*

#### **JOB TITLE: MARKETING INTERN**

**Job Description:** Assistant to Managing Director. They will assist in planning and coordinating event logistics, calling local vendors, creating solid relationships with local businesses, promoting and selling all aspects of the Festival's activities.

**Job Requirements:** Ability to talk with all types of people, outgoing, personable, organized, good follow through, good schmoozing skills, attention to detail a must.

#### **JOB TITLE: MEMBERSHIP INTERN**

**Job Description:** Semester long assistant to Membership Director for the Friends of the the Rhode Island International Film Festival (Cinema Rhode Island). Support sales and marketing initiatives, develop projects, and help plan member events. Perfect for business, marketing, or anthropology majors.

**Job Requirements:** Knowledge of Access and the rest of the MS Office suite needed. Phone/people skills, MacGyver-like resourcefulness, and attention to detail a must.

#### **JOB TITLE: FILM/CONFERENCE/SYMPOSIUM ARCHIVE INTERN**

**Job Description:** Responsible for cataloging and logging dvd's, videos, photos, etc. from past years' Conferences and Festivals.

**Job Requirements:** Good organizational skills required, detail oriented, works well with others.

#### **For more information, please contact:**

George T. Marshall,  
*Executive Director*

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