

Spirit Awards Nominations Intern

The Spirit Awards Nominations team is looking for highly motivated, organized people with excellent communication skills to assist with the 2014 Spirit Awards submissions and nomination process.

Interns will get an insider's view of the nominations process for an awards show. This is largely an administrative position, but can expand depending on your interests, availability and strengths.

Responsibilities:

- Assist with receiving and organizing of films submitted to the Spirit Awards, including DVDs, online submissions and submission database.
- Answer submitters' questions about the Spirit Awards.
- Research and review submitted films for eligibility.
- Ship and messenger films to committee members.

Qualifications:

- A self-directed worker with an interest in film and awards shows, who wants to learn more about the film industry.
- Written and spoken communication skills, with fluency in Mac OSX, Microsoft Word and Excel are essential; FileMaker Pro a plus.
- Clerical (phones, faxes, mail, copies, filing, internet research) & data entry experience.

Compensation & Schedule:

Approximately 15–20 hours a week - regular daytime office hours – for a minimum three-month commitment between August and November. This position is unpaid but school credit can be provided.

Email resumes to jwilson@filmindependent.org with your full contact info, a brief description of your interest in being an Intern and relevant experience.