

LA FILM FESTIVAL

PUBLICITY INTERNSHIP

2016 LA Film Festival

Reports to: DIRECTOR OF PUBLICITY, Film Independent

Spring Publicity Internship

This year's Los Angeles Film Festival will be held from **June 1-9**. Publicity interns will need to be available at least two days a week starting early April, and then every day starting **June 1-9**. **Internship concludes on June 17**. This internship is for school credit only. Please submit resume and cover letter to aqkhan@filmindependent.org. No calls, please.

Internship duties include:

- Compiling media lists in Excel
- Tracking media coverage and archiving press clippings
- Managing daily clip reports, scanning and printing clips
- Drafting e-blasts and media alerts
- Organizing and managing flow of press materials - i.e. EPKs, images, and production notes
- Working with Festival PA's to ensure delivery of press materials to theaters
- Working red carpets – talent wrangling, ticket running, managing the press line and house photographer
- Covering screenings & Q&A's – wrangling talent, getting releases signed, managing house photographer, and distributing press tickets
- Working the press office front desk – answering phones, greeting press, collecting interview requests

Required computer skills:

- Mac savvy
- Proficient in Microsoft Word and Excel
- Familiarity with viral publicity efforts via Twitter, Facebook, Instagram

Other:

- School credit required
- Previous experience in PR preferred
- Potential candidates must be organized, resourceful, energetic, and dedicated – multi-tasking is key in this department! This is also not a position for shy people.
- Candidates must be patient and respectful to press & talent
- Candidates must be professional and a “fly on the wall” when working red carpet events and handling talent
- Internship is unpaid but offers invaluable experience
- Reliable transportation a must, punctual to a fault