

# FILM INDEPENDENT

Job Description as of: 5/4/23

Title: Programming and Events Intern

Reports to: Rachel Bleemer, Director of Programming and Events

Pay Range: \$16.90 per hour

Status: Non-Exempt

## ABOUT FILM INDEPENDENT

Film Independent's mission is to champion creative independence in visual storytelling in all its forms, and to foster a culture of inclusion. We support a global community of artists and audiences who embody diversity, innovation, curiosity and uniqueness of vision.

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### Job Description:

The Programming and Events Intern will have the exciting opportunity to work at Film Independent, one of the nation's premier film arts nonprofits. The intern will work under the direction of the Director of Programming and Events to gain hands-on learning about all aspects of nonprofit events planning. The intern will work on programming and production of both in-person and virtual events, including film screenings, discussions with filmmakers and other special events. Additional duties may include supporting the Programming and Events team with administrative tasks such as collecting film assets and performing data entry.

The intern will work approximately 20-30 hours a week from September 2023 through February 2024. The schedule will include some nights and weekends.

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### Duties:

- Assist full-time staff with day-to-day operations and event planning
- Assist with promotion and collect film assets
- Support event-related projects
- Attend meetings
- Communicate with other departments about event details

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### Requirements:

- Ability to work as part of a team and under pressure with all personalities at various levels.
- Experience working with Microsoft Office Suite, including Word and Excel.
- Strong organizational skills, attention to detail, and good writing and communication skills.

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### Competencies:

- Interest in the entertainment industry, event planning, and film is strongly preferred.

Please send a resume and cover letter to [jobs@filminddependent.org](mailto:jobs@filminddependent.org).

*Film Independent is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, national or ethnic origin, religion, age, gender, handicap, pregnancy, sexual orientation or veteran status.*