

FILM iNDEPENDENT

Job Description

Title: Digital Marketing Intern

Pay rate: \$16.90/hr

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.

Job Description:

The Digital Marketing Intern position at Film Independent is an opportunity for someone interested in working in digital marketing (inclusive of web, email, social and visual marketing and communications) and seeking experience through the lens of a nonprofit arts organization that champions independent film as well as a growing community of storytellers and film enthusiasts we support. The candidate will work approximately 20 hours a week, and the schedule may include some nights and weekends to be discussed ahead of events that require it.

Duties:

- Support marketing colleague with research, organizing, creating and or contributing content for social media posts; track, monitor, route or reply to DM requests.
- Assist marketing colleague with scheduling, routing and editing eblasts.
- Organize, prioritize and update creative brief calendar and workflow process.
- Work with marketing colleague on re-sizing and updating visual assets.
- Help marketing colleague with event marketing registration request details.
- Attend meetings and events as needed.
- Communicate within and across departments about projects as needed.

Qualifications:

- Previous digital marketing experience (web and social media platforms – Facebook, Instagram, Twitter, LinkedIn, Letterboxd).
- Experience researching, creating and or contributing content for social media marketing purposes.
- Knowledge of and exposure to email/database marketing and email platform software.
- Proficiency with Adobe Creative Suite (InDesign, Photoshop and/or Illustrator) and Canva.
- Strong organizational and prioritization skills.
- Excellent follow-up and follow-through and attention to detail.

- Be comfortable handling several ongoing tasks.
- Clear communicator and team player.
- 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.
- Reliable access to a transportation is required.
- Candidate must live in or around the Los Angeles area.

Background:

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. For over three decades, Film Independent has served the Los Angeles community as a leading nonprofit media arts organization that supports thousands of filmmakers and film lovers annually, including our 8,000 Members.

Interested applicants should send a cover letter and resume to jobs@filmindependent.org.

Applicants are also encouraged to submit 1-2 relevant design or writing samples, but doing so is not required.

No phone calls, please.