
FESTIVAL GUEST RELATIONS INTERN

BASIC FUNCTION

Festival Guest Relations Interns are responsible for assisting the coordinator and the Guest Relations team in servicing SIFF 2013 festival guests. The Guest Relations department hosts visiting filmmakers, cast and crew, industry professionals, media, and other VIPs.

REPORTING RELATIONSHIP

- Guest Relations Coordinator

PRIMARY DUTIES & RESPONSIBILITIES

- Assist the Guest Relations Coordinator in organizing guest transportation services
- Manage volunteer database and calendar
- Prepare print and electronic materials for volunteers and guests
- Communicate with hotels, garages, and other sponsors/vendors
- Festival coordination including monitoring traffic and schedule
- Support festival staff in Guest Relations Office and Hospitality Suite
- Provide customer service for festival guests
- Using Word, Excel, Shiftboard, and Filemaker to manage listed responsibilities

QUALIFICATIONS

- Excellent writing, editing, and proofreading skills
- Ability to work independently and manage projects from start to finish
- Comfortable working as part of a team as well as managing a team
- Sensitivity to confidential information and servicing high-profile guests
- Experience multi-tasking and working in a fast-paced setting with tight deadlines
- Exhibit good judgment, attention to detail, and anticipate potential problems
- Bachelor's degree or equivalent work experience
- Driver's license and clean driving record
- Ability to lift 40 pounds
- Available for at least 20 hours per week

BENEFITS

- Introduction to festival operations including experience in logistics, scheduling, team management, inter-departmental communication, and guest services
- Behind-the-scenes look at the largest, most highly attended film festival in the U.S.
- Festival staff benefits including access to screenings and special events
- Professional resume asset and reference
- Class credit (if applicable)

INTERNSHIP DATES

- April 15 - June 14, 2013

TO APPLY

Email interns@siff.net with your cover letter in the body of the email and your resume attached as a PDF. Please include Guest Relations Intern and your name in the subject line.