

SIFF INFORMATION SYSTEMS INTERN

BASIC FUNCTION

The **Information Systems Intern** is responsible for assisting the Information Systems Manager in the creation, maintenance, and implementation of SIFF's information systems – database, website, ticketing and box office systems.

REPORTING RELATIONSHIP

Information Systems Manager

PRIMARY DUTIES & RESPONSIBILITIES

- Work with Information Systems Manager to maintain SIFF website, updating content and working with developers for site improvements.
- Assist IS with maintaining SIFF Box Office system, ensuring that all ticketing is created and functioning in a timely manner, and updating information as needed. Facilitate the creation of system-generated reports as needed.
- Support creation of information systems user manuals and training materials for SIFF staff.

QUALIFICATIONS

- A keen interest in computer-based information systems and technology.
- Proficiency with hardware components, desktop operating system software and application software.
- An awareness of the industry's current and emerging technology trends and direction.
- Ability to perform tasks such as providing operating systems and application software installations and upgrades, virus protection and eradication.
- Knowledge of server and operations.
- Ability to take initiative, to employ good judgment, and manage projects from beginning to end.
- Excellent writing, editing, and proofing skills
- Ability to troubleshoot and to anticipate next steps or needs
- Work effectively both independently and as part of a team
- Be available for at least 20 hours a week

BENEFITS

- Substantive professional and organizational experience in information systems management.
- Great opportunity to learn about what happens behind the scenes of a year-round cinema and an international film festival.
- Flexible internship structure: opportunity for part-time or full-time, at least three months or up to one year commitment, and/or a tailored plan within the guidelines above to meet the requirements of your academic program
- Class credit (if applicable).

REFERENCES

- References should speak to the applicant's sense of camaraderie, integrity, professionalism, responsibility, and flexibility.