

## **SIFF OPERATIONS INTERN Job Description**

### **BASIC FUNCTION**

The **Operations Intern** is responsible for assisting the Director of Operations and supporting to the operations team in the maintenance, and implementation of SIFF's administrative systems

### **REPORTING RELATIONSHIP**

Director of Operations

### **PRIMARY DUTIES & RESPONSIBILITIES**

- Support operations systems to include but not limited to:
  - Create employee accounts
  - Create and run reports
  - Digitize and organize electronic files
  - Provide light content management of SIFF website
  - Coordinate departmental and workflow calendars
  - Inventory office supplies and equipment
- Coordinate and facilitate requests for support materials including but not limited to vouchers, passes, forms, and fliers
- Provide front desk relief or emergency coverage as needed
- Receive and distribute office supplies and equipment
- Generate correspondences, take notes, file and/or digitize departmental paperwork.
- Establish, revise, and maintain operational timelines and associated documents.
- Other duties as assigned

### **QUALIFICATIONS**

- Ability to take initiative, to employ good judgment, and manage projects from beginning to end.
- Excellent written and verbal communication skills
- Strong interpersonal and relationship-building skills
- Superior organizational skills, extreme attention to detail, able to prioritize and to multitask
- Strong computer software skills, especially Microsoft Word and Excel, and Filemaker or similar database management system
- 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 non-profit operations 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.