

PUBLICATIONS INTERN

Job Description

BASIC FUNCTION

The Publications Intern is responsible for assisting the Publications Manager and Associate Editors in the overall production of the Festival Catalogue, Free Guide, Festival flyers, and website.

REPORTING RELATIONSHIP

- Publications Manager
 - Associate Editors

QUALIFICATIONS

- The successful applicant will be working on or have earned a bachelor's degree in Journalism or Communications and may have professional experience in copywriting, editing, or other communications work.
- Must be available to work evenings and weekends as needed.
- Ability to take initiative, show good judgment, and manage projects from beginning to end
- Excellent writing, editing, and proofreading skills
- Exceptional ability to manage details
- Ability to multitask in a fast-paced environment
- Ability to meet deadlines
- Work effectively both independently and as part of a team
- Be available for at least 20 hours a week

PRIMARY DUTIES & RESPONSIBILITIES

- Write, edit, and proofread content for SIFF publications as assigned.
- Meet tight deadlines on a regular basis.
- Utilize the SIFF database to track and edit content.
- Help develop tracking system and update records.
- Input changes to content after proofing.
- Generate film webpages by entering content into CMS (content management software) templates.
- Assist with additional website copywriting, proofing, and updating as needed

BENEFITS

- Great introduction to and experience in publications production, writing, and editing.
- Class credit (if applicable).
- One-on-one guidance and support by working professionals in the industry.
- Positive reference upon completion of successful internship.
- Opportunities for complimentary film screenings during the Festival.

REFERENCES

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

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INTERNSHIP DATES

- March 10 - May 16, 2014