

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.

INTERNSHIP DATES

- Immediate start date through May 15, 20145