

Festival Special Events Production Intern Job Description

BASIC FUNCTION

The **Festival Special Events Production Intern** is responsible for providing hands-on support for the Special Events Team in implementing over 50 Festival events. This labor-intensive position focuses specifically on inventory management -- product delivery, event load in, event load out -- as well as overall event production.

REPORTING RELATIONSHIP

- Special Events Manager, Festival Special Events Assistant

PRIMARY DUTIES & RESPONSIBILITIES

- Assist the Festival Special Events Assistant with organizing, maintaining, and tracking product inventory for approximately 50 Festival events
- Work with the Festival Special Events Assistant to deliver product to event venues
- Assist with keeping detailed records of supplies used at each event, and remaining in inventory post event
- Support load-in and load-out of events
- Assist in the management of event volunteers
- Other duties as assigned

QUALIFICATIONS

- Must have flexible schedule and be available for scheduling for duration of Festival (5/14 – 6/7)
- Must be at least 21 years of age
- Must have a clean driving record and be comfortable driving and parking a large utility van
- Ability to work as part of team, ability to work in high stress situations
- Detail oriented, well-organized and self-motivated
- Interest in arts administration, event planning and production
- **HEAVY LIFTING REQUIRED**, must be able to lift up to 65 lbs

BENEFITS

- Gain experience in non-profit development, event management, and volunteer coordination
- Opportunity to work behind the scenes and experience the largest film festival in the country
- Class credit (if applicable)
- SIFF 2015 Staff Pass
- Resume builder

REFERENCES

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

INTERSHIP DATES

April 22, 2015 – June 12, 2015