

Special Events Gift Bag Procurement Intern Job Description

BASIC FUNCTION

Assist the Development Department in procuring in-kind product donations from local businesses for 500 Opening Night Red Carpet VIP Gift Bags that are to be prepared for and distributed to guests attending the 41st Seattle International Film Festival on Thursday, May 14, 2015.

REPORTING RELATIONSHIP

- Special Events Manager

PRIMARY DUTIES & RESPONSIBILITIES

- Responsible for community outreach engaging with local businesses to obtain in-kind product donations using a various means of communication including:
 - Email Correspondence
 - Cold Calling
 - In-person meetings
- Record and track donor, and partner lead information
- Provide overall organization of gift bag item inventory
- Foster positive donor relationships through donor follow-up, and new partner recruitment
- Assist with volunteer management
- Provide onsite leadership in assembling and distributing 500 gift bags
- Other duties as assigned

QUALIFICATIONS

- Strong written and verbal communication skills
- Interest in Non-Profit Arts Development
- Strong computer software skills, specifically in Microsoft Excel and Microsoft Word
- Ability to take initiative, show good judgement, and manage projects from beginning to end
- Strong attention to detail, effective communication skills and a flexible attitude
- Experience in and keen sense of Customer Service industry
- Availability of 12-20 hours a week on a flexible schedule
- Current enrollment or degree in a relevant field or equivalent work experience
- Ability to perform some physical labor, and required heavy lifting

BENEFITS

- Interact with community members, business managers and owners in the greater Seattle region
- Gain experience in non-profit development, project management, and volunteer management
- Opportunity to work behind the scenes and experience the largest film festival in the country
- One-year Enthusiast membership to SIFF Cinema
- Complimentary Films at SIFF Cinema during period of internship
- SIFF 2015 Pass
- See great films!

INTERNSHIP DATES

- Position to start immediately through May 21, 2015

TO APPLY

Email your resumé and a letter of interest to interns@siff.net indicating Special Events Gift Bag Procurement Intern in the subject line.