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## FESTIVAL PUBLICATIONS INTERN

### Job Description

SIFF's mission is to create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive.

#### OVERVIEW AND IMPACT:

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

#### 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

#### 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

#### 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
- SIFF Festival pass

#### REFERENCES:

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

#### DATES OF INTERNSHIP:

March 1 – May 15, 2016

#### TO APPLY:

Email letter of interest and resume to [interns@siff.net](mailto:interns@siff.net) indicating **Festival Publications Intern** in the subject line.



305 Harrison St  
Seattle, WA 98109

[www.siff.net](http://www.siff.net)

T: 206.464.5830  
F: 206.264.7919

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*SIFF is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We welcome and encourage qualified candidates from all national, religious, racial and ethnic backgrounds, from all gender expressions and sexual identities, and from persons living with disabilities, to apply to become a part of our organization.*