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## FESTIVAL SPECIAL EVENTS INVENTORY AND PRODUCTION 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 Special Events Inventory and Production Intern** is responsible for supporting the Special Events Team in implementing over 50 Festival events. Reporting to the Special Events Manager and the Festival Special Events Assistant, this position focuses specifically on inventory management, product delivery, event load in, load out, overall event production, and Volunteer Management.

### PRIMARY DUTIES & RESPONSIBILITIES:

- Assist the Festival Special Events Assistant with organization, 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 event inventory
- Support load-in and load-out of events
- Assist in the management of event volunteers
- Other duties related to event production as assigned.

### QUALIFICATIONS:

- Must have flexible schedule and be available for scheduling for duration of Festival (5/19 – 6/12)
- Must be at least 21 years of age
- Must be comfortable driving and parking a large utility van
- Ability to work as part of team, ability to work in high stress situations
- Extremely organized, detailed oriented, 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
- Complimentary Films during period of employment
- SIFF 2016 Staff Pass

### INTERNSHIP DATES:

May 2 – June 24, 2016

### TO APPLY:

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

*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.*