
CONTENT MANAGEMENT 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 **Content Management Intern** will assist the digital Marketing Manager with the editing, organization, and publication of SIFF media content across all online platforms.

PRIMARY DUTIES & RESPONSIBILITIES:

- Support and assist with the editing, organization, and publication of SIFF media content across all online platforms including:
 - Video
 - Photography
 - Podcasts
 - Press releases
- Other duties as assigned

QUALIFICATIONS:

- Ability to take initiative, show good judgment, and manage projects
- Exceptional ability to manage details
- Ability to multitask in a fast-paced environment
- Ability to meet deadlines and to anticipate next steps or needs
- Work effectively both independently and as part of a team
- Excellent proofreading skills
- Be available for 15-20 hours a week
- A bachelor's degree (or currently enrolled) in the liberal arts, design, or the equivalent work experience
- Experience with Content Management Systems (CMS)
- Good working knowledge of major social media platforms.

BENEFITS:

- Great opportunity to develop skills in a fast-paced, highly creative environment
- Festival tickets
- Class credit (if applicable)
- Resume builder

REFERENCES:

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

DATES OF INTERNSHIP:

- May 1 - June 16, 2017

TO APPLY:

Email letter of interest and resume to interns@siff.net indicating **Content Management 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 believe every employee has the right to work in an environment free from unlawful discrimination as is consistent with our commitment to diversity, respect, and inclusion. Consistent with applicable federal, state, and local laws, SIFF provides all employees and applications with equal opportunity in all aspects of the employment relationship.