
Procurement & Special Events Intern Job Description

BASIC FUNCTION

Assists the Development Department in procuring donations for the 44nd Annual Seattle International Film Festival Opening Night Red Carpet VIP Gift Bags that are distributed to 500 guests on Thursday, May 17, 2018. Provides event support prior to and during SIFF 2018, May 17-June 10, 2018.

REPORTING RELATIONSHIP

- Special Events Manager

PRIMARY DUTIES & RESPONSIBILITIES

- Responsible for community outreach engaging with local business to obtain in-kind production donations using a various means of communication including:
 - Email Correspondence
 - Cold Calling
 - In-person meetings
- Record and track partner lead information
- Assist Special Events Manager with event contracts, logistics, and database management
- Provide overall organization of gift bag item inventory
- Foster positive donor relationships through follow-up and new partner recruitment
- Provide onsite leadership in assembling and distributing 500 gift bags
- Assist with volunteer management
- 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, Word, and databases
- 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
- Current enrollment or degree in a relevant field or equivalent work experience
- Availability to work SIFF 2018 May 17 – June 10, 2018

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
- Flexible internship structure: opportunity for flexible hours (part-time or full-time), and/or a tailored plan within the guidelines to meet requirements of your academic program
- Class credit fulfillment
- Valuable fundraising work experience
- See great films!

INTERNSHIP DATES

- January 8, 2018 – June 15, 2018

TO APPLY

Please send a letter of interest and resume to interns@siff.net indicating the job title in the subject line.