

## **FESTIVAL MEMBERSHIP 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 Membership Intern position provides learning and professional development opportunities for someone entering the development, marketing and/or film festival industry. This internship works with the Membership Manager with a range of membership projects, such as processing, communication and relationship management. This internship will provide the opportunity to directly assist in the creation of materials for SIFF Membership and for the 2019 Seattle International Film Festival.

#### **PRIMARY DUTIES & RESPONSIBILITIES**

- Helps coordinate and complete membership transactions and mailings, which includes: monthly renewal notices, weekly member card & benefits mailings
- Draft email communications to members on upcoming events, screenings, and special offers/information
- Organize guest lists and RSVP tracking for member screenings/events
- Communicate promptly and professionally to mail and phone communications with members

#### **QUALIFICATIONS**

- Ability to take initiative, show good judgment, and manage projects from beginning to end
- Excellent writing, editing, and proofreading skills
- Detail oriented with the ability to anticipate next steps or needs
- Comfortable speaking to large groups
- Ability to multitask in a fast-paced environment
- Ability to work effectively both independently and in a team environment

#### **ADDITIONAL REQUIREMENTS**

- Current enrollment or degree in relevant field or equivalent work experience
- Available for 15-20 hours a week

#### **BENEFITS**

- Resume building experience in marketing and communications and development, project management, and other aspects of community relations and the film industry
- Opportunity to work behind the scenes and experience the largest international film festival in the country
- Hands-on learning from established development professionals and use in Filemaker, Luminare and Network for Good databases.
- Class credit (if applicable)
- Access to Cinema and Festival programming throughout the duration of the internship



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## INTERNSHIP DATES

- April 1 – June 15, 2019

## TO APPLY

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

*SIFF is an organization that believes in equal opportunity. We seek interns that reflect the diversity of our communities. We welcome and encourage all qualified candidates to apply to become a part of our organization.*