

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. SIFF's core programs are The Seattle International Film Festival, SIFF Education and SIFF Cinema, operated in SIFF's Egyptian Theater, Uptown Theaters and the SIFF Film Center.

OVERVIEW AND IMPACT:

The **Festival Publications Intern** position provides learning and professional development opportunities for someone entering the publications, editing and/or film festival industry. The internship works with the Festival Publications Manager and Festival Publications Associate Editors in the overall production of the Festival Catalog and Free Guide. This internship will provide the opportunity to directly assist in the creation of materials for the 2020 Seattle International Film Festival. Internship will provide the opportunity to create a professional portfolio of editing and publication pieces.

REPORTING RELATIONSHIP

- Reports to the Festival Publications Manager

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 update records, and track and edit content
- Input changes to content after proofing
- Assist with website copywriting, proofing, and updating as needed
- Other duties as assigned

QUALIFICATIONS

- Currently enrolled in (or recently graduated from) college, graduate school or a professional training program, ideally in the liberal arts or editing or communication. Equivalent work experience acceptable if this internship furthers the candidate's professional training.
- Must be available to work evenings and weekends as needed
- Knowledge of Microsoft Office, Excel, and Google
- 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

BENEFITS

- Résumé and portfolio building experience in publications, marketing and communications, and the film festival industry
- Hands-on learning from publications professionals in print and web-based publications
- Great opportunity to learn about what happens behind the scenes of a year-round cinema and an international film festival
- Class credit (if applicable)
- Access to Cinema and Festival programming throughout the duration of the internship

REFERENCES

- Please provide at least three references that should speak to the applicant's sense of camaraderie, integrity, professionalism, responsibility, and flexibility.

INTERNSHIP DATES

- Part-time (15-20 hours/week) March – May 8, 2020

TO APPLY

Email your resume, letter of interest, and three references to interns@siff.net. Please indicate **Festival Publications Intern** in the subject line.