

Detailed Facets' Internship Descriptions

Note: Internships are roughly seasonal, some require multiple staff and some are based on need. The seasons indicated give a general idea of what seasons the internship is available. Internships should be reviewed primarily based on interest; do not let these seasonal notes discourage you from your selection.

Facets internships can be an intense work experience. Applicants should demonstrate the following traits:

- Good organizational skills.
- A sharp eye for detail
- Be a quick learner.
- Be reliable, responsible and accountable.
- Be able to work independently & to multi-task.
- Be familiar with Microsoft Office Suite (Word & Excel).

Schedule:

Most internships require a 3 full-time day a week commitment. ***Internships will require additional weekday, evening and/or weekend hours for events.***

Internships Available: (descriptions below)

- **Facets DVD Authoring Assistant**
- **CICFF Programming Assistant**
- **CICFF Workshop & Special Programs Assistant**
- **CICFF Marketing/Publicity Coordinator**
- **Press Coordinator**
- **Summer Film Camp and Jury Coordinator**
- **Facets Cinema Marketing Assistant**
- **New Media (Social Networking) Internship**

Facets DVD Authoring Assistant (available year-round)

Assist the Facets Home Entertainment's Publishing & Distribution Division in the research and production of Facets Exclusive DVD titles. Internship assists with DVD authoring process, proofing DVD's before mass duplication, researching details on film or filmmaker for DVD booklet or marketing, and helps stream clips for current & past Facets DVD releases. Applicant should have knowledge or interest in film studies or film production, be detail oriented, and have experience in writing, general office skills, and Internet research. Duties include:

- Watch DVD titles on Facets' own label prior to national release date, observing for continuity, subtitling, print, and sound quality.
- Develop chapterization for the new releases on a needed basis.
- Pull screen grabs for packaging and promotions.
- Pull 2-5 minute clips to work with streaming service for website advertising.
- Assist with Facets printed and electronic promotional materials. May involve some research and proofreading.
- General office assistance, such as photocopying and filing
- Research & contact press nationwide about Facets releases.

CICFF Programming Assistant – (available year-round)

The Programming Assistant works closely with the Programming Director to research, solicit and review films submitted to the Chicago International Children's Film Festival, as well as processing and managing Festival entries including: fees, contact/technical information, publicity materials, videotapes and DVDs. Position may also assist with development of Festival screening programs, special screening retrospectives or events. Candidates should show a demonstrable interest and background in film production or criticism and have strong writing skills (for note-taking, correspondence and film descriptions). Experience with Microsoft Excel and/or Access is a plus (but not required). Duties include:

- Researching and solicitation of festival films. Includes correspondence by phone, fax & e-mail with international filmmakers and organizations.
- Organizing information for all entries including: descriptions, photos, marketing materials (posters/flyers), contact information & technical information (format, running time, country of production, year of production).
- Reviewing submissions and providing Programming Director with detailed notes on content, plot, character, objectionable material, and programming suggestions.
- Assisting with Selection Committee process. This includes assisting with preparation of film details and descriptions for Selection Committee, set-up and management of Selection Committee meetings, and running the VCR/DVD players, and taking detailed notes on Selection Committee's responses to submissions.
- Assisting with writing and editing program book and schedule materials (film, workshop & special event descriptions, fact checking).
- Development of film screening programs, receptions, and workshops for Festival.
- Corresponding with filmmakers, film distributors, speakers, workshop leaders, and the general public regarding

festival film programs, workshops & events.

CICFF Workshop & Special Programs Assistant (fall)

Working under the supervision of the Programming Director, this internship assists with the development and execution of film screenings, special programs, special events (Opening & Closing Ceremonies), receptions or workshops prior to and during the Festival. Candidates should have a background in film production or criticism, be skilled in event coordination, and have strong writing skills (for note-taking, correspondence and film descriptions). Some technical experience (basic film/video production) and access to transportation is preferred but not required. Duties include:

- Coordination and management/assistance with (or aspects of) Festival screenings, workshops, receptions, Opening, Closing and other special events. Could include: workshop development, description and script writing/editing, location set-up, talent coordination, stage management, venue seating, crowd control, subtitle reading, box office (ticket sales & records), and other event management type duties.
- Coordinating and supervising workshops including logistics, supplies, liaison between CICFF and workshop leaders, writing descriptions, setting up workshop materials and equipment, signing in attendees, assisting during workshop, and collecting contact information/evaluations/feedback during the workshops.
- Organizing information for all entries including: descriptions, photos, marketing materials (posters/flyers), contact information & technical information (format, running time, country of production, year of production).
- Assisting with writing and editing program book and schedule materials (film, workshop & special event descriptions, fact checking).
- Corresponding/Communicating with international filmmakers, film distributors, speakers, workshop leaders, and the general public (children, adults & educators) regarding festival film programs, workshops & events.

CICFF Marketing/Publicity Coordinator (summer & fall)

Responsible for coordinating Festival publicity including: poster & schedule distribution, coordinating promotional relationships & items for Festival and special events, publicizing the Festival in ethnic or niche markets, and Festival publicity coordination with businesses & organizations. Should be self-motivated with an outgoing, sales oriented personality. Duties include:

- Contacting businesses to coordinate window and in-store displays, info drops (schedule, poster, or brochure), and sponsorships.
- Writing/proofing/editing for website, newsletters, press releases, proposals, pitches or other promotional materials.
- Coordinating schedule and poster distribution efforts.
- Assistance with press and promotional efforts for the Festival or other Festival programs; writing & follow up calls, pitching.
- Data entry of new and updated press, sponsorship, sales & marketing contacts.

In addition, for the fall:

- Coordinating promotional efforts with consulates & other niche or ethnic based businesses regarding specific films or programs (including: posters, schedules, theme sheets & filmmaker attendance information).
- Organizing and facilitating t-shirt sales during the Festival.
- Contacting consulates & coordinating flags for use at Festival events (receipt & return).
- Decoration of Festival venues for special events.
- Contacting potential advertisers for the Festival Program Book and other Festival publications.

Press Coordinator (available year-round)

Intern will assist and/or manage Facets or children's and special program press and promotional efforts including writing or editing press releases, coordinating interviews, story pitch calls to press, formatting web-based releases (style sheets), sending releases, taking publicity photos, and updating and maintaining the press database. Should be self-motivated, should possess good writing skills, and have access to a car. May be required to work some evenings and weekends.

Previous journalism or photography experience a plus. Duties *could* include:

- Preparing and sending press kits, press releases, film information & film theme information sheets.
- Researching, contacting & following up with press & publicity contacts (national & local press, niche & ethnic press, consulates, etc.) with Festival and program information.
- Taking publicity photos of Festival events.
- Coordinating & sending press tape dubs of Festival films, including photos, publicity packets & scheduling information.
- Researching new press contacts, and updating contacts already established.
- Organizing e-mail press, sponsorship, and sales lists.
- Data entry of new and updated press, sponsorship, sales & marketing contacts.
- Interviewing and writing press releases and copy for the Kidsfest Insider and Matinee newsletters.
- Coordinating (organize, copy & file) press clippings into Festival press book.
- Coordinating celebrity and filmmaker publicity & accompanying celebrity or filmmaker to all Festival related press, promotional, and operational/sponsored events.
- Assisting with coordination & operations of Festival events & receptions.

Summer Film Camp & Jury Coordinator (summer)

This intense internship assists with operations and logistics for the CICFF's summer Young Chicago Critics movie camp for kids ages 7-14, with the MediaBridge youth film program for ages 15-19, and the Adult & Children's Juries. Candidates should be interested in event coordination, should enjoy working with the general public, should be detail oriented, and have a flexible summer schedule. Reports to Operations Manager. Duties include:

- Processing applications.
- Contacting participants/volunteers and their families confirming participation, scheduling changes, car-pools, attendance, and/or special program needs.
- Organizing of information packets and workshop folders.
- Collecting and processing evaluation forms.
- Contacting and scheduling volunteers & support staff.
- Serving as primary contact for parents/children.
- Data entry of parent/child contact information.
- Develop research and solicit Adult Jury members (letter writing, mailings and phone work).
- Coordinating Adult Jury session materials (film lists, video cassettes, film & jury folders, rating sheets and award calculations).
- Coordinating program orientations and auditions.

Facets Cinema Marketing Assistant (available year-round)

Assists Cinematheque Programmer with Cinematheque, Facets CineChat Series and Facets Film School publicity. Applicant should have knowledge or interest in film studies or film production, be detail oriented and have experience in writing business letters and cold calling. Friday availability (all or part of day) required. Duties include:

- Contacting businesses, institutions, libraries, journalists, community groups, and professors to publicize and promote Cinematheque films and Facets Film School; niche/target marketing.
- Researching and maintaining marketing & audience development databases (relevant community, ethnic, and educational groups); data entry.
- Creating weekly lobby display for Cinematheque screenings; coordinating reviews, articles and photos.
- Coordinating press for Facets films and programs; including cross-promotional strategies.
- Composition of press releases for film calendar & related promotional materials.
- Organizing and contacting Facets Film School class registrants.
- Conducting research projects for Cinematheque and Film School.
- Coordinating special Facets receptions and events (some evening and weekend time may be requested)
- Creating and maintaining in-house marketing materials for Cinematheque and Videotheque.
- Possible assistance with print traffic coordination.
- Assistance with mass mailings to promote Facets programs.
- Updating Facets press and mailing lists.

New Media (Social Networking) Internship (available year-round)

Do you live and breathe the social media world and have a solid understanding of all-things social networking: blogs, networks, microblogging, wikis/collaborative software, and podcasts? This internship may include experience in:

- Day to day monitoring of all social media outlets: pages, sites, blogs, etc.
- Contributing to and regularly updating our external social sites: Facebook pages/groups, LinkedIn group, MySpace page, Twitter, EMC One, etc.
- Manages social networking programs to ensure business gets more than fair share of voice.
- Increasing numbers of friends, tweets, posts, and other coverage month by month that discuss us and our topics of interest.
- Directs voices across CMA to post or respond or tweet on particular topics or in response to other posts/comments; builds "social media" coalitions for optimal results.
- Uses social media during our key events (Twitter, Yammer, etc.)
- Utilizes social media as a voice to market around key themes/messages that match our other marketing programs, product launches, etc.
- Constantly communicates constructive and innovating suggestions on how we use social media tools/sites to increase our voice to market.
- Other to be determined.
- Public relations experience, a plus.
- Planning and developing strategy around campaigns.