

Facets' Detailed Internship Descriptions

Note: Some internships require multiple staff, some are seasonal and some are based on need. Internships should be reviewed based on interest; do not let 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. ***Some internships may require additional weekday, evening and/or weekend hours for special events.***

Internships Available: (descriptions below)

- **Facets Programs Assistant**
- **Festival Programming Assistant**
- **Marketing/Publicity Coordinator**
- **Summer Kids Film Camp and Jury Coordinator**
- **Facets Cinema Marketing Assistant**
- **Social Media Coordinator**
- **Development Assistant**

Facets Programs Assistant

Assist with the day-to-day promotion and operations of various Facets programs, from the cinemathèque to Night School to the DVD label. Intern assists with constructing handbills and fliers for cinemathèque, researches online for info on foreign films for sellsheets and wraps, handles streaming of clips for current & past Facets DVD releases, assists with searches for clips for miscellaneous projects, organizes movie reviews and print materials for archiving, distributes handbills and schedules, and occasionally assists in the DVD authoring process when needed. Interns can gain experience in project management, film research, writing and publicity. 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:

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

Festival Programming Assistant

The Programming Assistant works closely with the Programming Director to coordinate Festival submissions, process entries, and develop and execute film screenings, workshops and special events. Candidates should have a background in film production or criticism, have strong writing skills (for note-taking, correspondence and film descriptions) or have coordinated events. Interns can gain experience in project management, event coordination, research, film programming, writing and publicity. Duties include:

- Research and solicitation of festival entries. Includes correspondence by phone & e-mail with international filmmakers and organizations.
- Organizing information and materials for all entries including: descriptions, photos, publicity materials (posters/flyers), contact information & technical information (format, running time, country of production, year of production, etc.), fees and preview/screening formats (DVD's/prints).
- Reviewing submissions and providing Programming Director with detailed notes on content, plot, character, objectionable material, and programming suggestions.
- Organizing information and materials for Selection Committee and Juries.
- 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 (programming).
- Project management, assistance and/or facilitation of screenings, workshops, special programs or receptions. Could include: development, writing, logistics, supplies, technical assistance, public relations, publicity, location set up/take down, communications liaison, reports, box office, crowd control, talent coordination, stage management, or other event management type duties.
- Correspondence with filmmakers, film distributors, speakers, workshop leaders, and the general public regarding

- festival film programs, workshops & events.
- Editing, duplicating and proofing screening program DVD's.
- Assistance with marketing and publicity of screenings, workshops and events.

Marketing/Publicity Coordinator

This internship will offer participants the opportunity to gain proficiency in identifying and analyzing a target audience and planning and implementing elements of marketing campaigns. Responsibilities include coordinating publicity for poster & schedule distribution, coordinating promotional relationships & items for Facets, Facets' Children's Programs and special events, publicizing in ethnic or niche markets, and Festival publicity coordination with businesses & organizations. Should be self-motivated with an outgoing, sales oriented personality. Duties may include:

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

Summer Kids Film Camp & Jury Coordinator (summer only)

This intense internship assists with operations and logistics for the summer's Facets Kids Film Camp for kids ages 7-14, 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. Interns will gain experience in project and event management, public relations, and event logistics. Duties may 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.
- Assisting with the camp activities.
- Coordinating, training & supervising parent volunteers.
- Collecting and processing evaluation forms.
- Contacting and scheduling volunteers & support staff.
- Serving as primary contact for parents/children.
- Answering general questions about Facets' Children's Programs.
- Data entry of parent/child contact information.
- Coordination of Adult & Children's Juries.
- Coordinating jury session materials (film lists, DVD's & jury folders, rating sheets and award calculations).
- Assisting with program orientations and auditions.
- Coordination and preparation of snacks and lunches for program.

Facets Cinema Marketing Assistant

Assists Cinematheque Programmer with Cinematheque 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. Candidates should demonstrate initiative in conjunction with organizational skills, attention to detail and able to meet deadline situations. This internship offers the opportunity to gain proficiency in public relations and target marketing. 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.

Social Media Coordinator

Students can expect to learn and gain proficiency in the use of social media as part of a coordinated marketing approach in a professional environment by the end of the internship. This internship serves as Facets' liaison to online and social-

media-based networks of film-lovers, keeping Facets apprised of ongoing conversations and raising online awareness of Facets' mission, programs, and offerings. Applicants should possess creativity and a broad and informed love of movies. Duties include:

- Keeping tabs on a variety of key film blogs, sites, and Twitter accounts, and participating intelligently in the conversation as a representative of Facets Multi-Media.
- Keeping track of ongoing developments in social media and brainstorming ways that Facets can adapt to these developments in order to build awareness and gain new members, customers, and community participants.
- Developing and implementing a creative campaign designed to boost subscription to Facets' email newsletters.
- Developing and coordinating promotions on a variety of location-based social platforms such as foursquare, scvngr, and Facebook Places.
- Posting multi-daily updates on Facets' Facebook fan page, with the goals of (1) promoting and conveying Facets' values, (2) providing insights and interesting content for our followers, (3) sparking and fostering engagement and participation, and (4) occasionally communicating about Facets programs, events, and offerings in a "non-market-y" way.
- Posting periodic updates on Facets Children's Programs' Facebook fan page.
- Monitoring Facebook and Twitter replies and comments and responding in an informative and friendly way.
- Communicating regularly with Marketing Strategist to discuss activity, impressions, insights, and ideas, and to reassess tasks and priorities as new potential projects and activities present themselves.

Development Assistant Internship - Students can expect to learn processes relating to development such as records management, stewardship, and event planning. This internship will focus on fundraising for Facets Multi-Media, a non-profit organization. Candidates should be available at least three, 8-hour days a week for the internship and should have strong writing skills. The internship is a great opportunity to gain experience and learn about not-for-profit management and development. Tasks could include:

- Researching possible fundraising sources.
- Assisting with database management.
- Assisting in the construction of fundraising proposals (writing, proofreading).
- Assisting in organizing proposal packet materials (writing, formatting, sending them to be copied, collating, merging personal info into letters, stuffing and mailing).
- Assisting in the development and presentation of special fundraising events such as benefits, raffles, special screenings.