

PALM SPRINGS INTERNATIONAL FILM SOCIETY

**INTERNSHIP POSITIONS
(Dec-Jan & Jun-Aug)**

Development:

This internship will provide the participant with insight and practical experience into the corporate sponsorship and other development initiatives that support the festival. Individual responsibilities will include such tasks as maintaining sponsorship information, fulfilling sponsor benefits, assisting with the solicitation of items for the filmmaker's welcome packages and providing general clerical support.

Festival Operations:

Collaborating with the managing director, this intern will learn about everything it takes to successfully manage a film festival. Keeping the industry list up-to-date, managing the contact information in the database and helping to set up the film marketplace are among the duties for which this intern will be responsible.

Human Resources:

As a non-profit organization, we rely heavily upon the support of volunteers. Working with the volunteer coordinator, this intern will help recruit and train volunteers for the festival. This intern will also play a crucial role in organizing the volunteer appreciation party that follows the festival.

Marketing & Publicity:

The marketing & publicity intern will get a privileged glimpse into the marketing that goes into promoting a film festival. Responsibilities will include assisting the marketing manager in his work with local media outlets as well as with the production of festival signage and promotional material.

Merchandising:

This position would be eye opening for an individual with an interest in retail merchandising. This intern will help maintain our different merchandising locations by helping to keep track of all orders and sales.

Programming:

Programming interns will have the opportunity to observe the organization of a film festival from start to finish beginning with the submissions process and continuing all the way through to the presentation of films to our audiences. In addition to assisting the programming staff, this intern will play an important role in gathering publicity materials and maintaining information in the film database. Experience working in Filemaker Pro is highly desired.

QUALIFICATIONS

We ask that our interns have a strong interest in the field they are pursuing, whether it be film, communications, marketing, event planning, merchandising or operations, and able to commit to working at least 20 hours per week.

To apply, please send an application, a cover letter and a resume to:

Palm Springs International Film Society – Attn: Internships
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