

# MIAMI INTERNATIONAL FILM FESTIVAL

Produced & Presented by Miami Dade College



## 2010-2011 Internships

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### PROGRAMMING & FILMMAKER SERVICES

This internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the field of film festival programming and filmmaker services.

#### Responsibilities

Reports to Head of Programming & Industry or designee

- Assist in research of films for possible inclusion in the Festival
- Assist in research of filmmakers and other film industry professionals for possible inclusion on juries, panels, etc.
- Assist in information dissemination relating to programming and filmmaker services
- Assist in processing of film submissions (collection and categorizations, forwarding to screeners with assessment forms, collection back and tallying of reviews)
- Assist with general administrative support

#### Qualifications

- Detail-oriented, able to follow instruction and take initiative
- Professional demeanor
- Outgoing and friendly personality
- Strong writing and telephone skills
- Ability to multi-task and exhibit consistent follow-through and can work well under time constraints

- Proficiency and knowledge of Microsoft Office
- Experience with FileMaker Pro a plus
- Fluency in English required, fluency in Spanish, Portuguese and other languages a plus

### **Benefits**

- Introduction to and experience in film research, cultivation and relationship building
  - Great opportunity to learn about what happens behind the scenes of an international film festival
  - Class or school credit (if applicable)
  - Resume builder
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## **HOSPITALITY AND SPECIAL EVENTS**

This internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the fields of Hospitality Services, Guest Services, Travel, Customer Service and Special Events coordinating.

### **Responsibilities**

Reports to the Head of Guest Services and/or Special events

- Assist in production of parties and events
- Update Festival's database (FileMaker Pro) with guest information
- Assist with coordination of transportation, travel and hotel work
- Assist during the Festival at the Guest Relations Suite

### **Qualifications**

- Detail-oriented, able to follow instruction and take initiative
- Professional demeanor
- Outgoing and friendly personality
- Good writing and telephone skills essential
- Ability to multi-task and exhibit consistent follow-through and can work well under time constraints
- Proficiency and knowledge of Microsoft Office
- Experience with FileMaker Pro a plus
- Fluency in English required, fluency in Spanish, Portuguese and other languages a plus

### **Benefits**

- Introduction to and experience in Hospitality Services, Guest Services and Customer Service in addition to exposure to aspects of the film industry
- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class or school credit (if applicable)

- Resume builder
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## **VOLUNTEER MANAGEMENT**

This Volunteer Management internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the fields of Volunteer Management.

### **Responsibilities**

Reports to the Volunteer Coordinator

- Update and expand the Festival's volunteer database
- Assist with research of new ways to attract volunteers
- Assist with volunteer orientations
- Assist with Volunteer coordination and scheduling before and during the Festival

### **Qualifications**

- Detail-oriented, able to follow instruction and take initiative
- Professional demeanor
- Outgoing and friendly personality
- Good writing and telephone skills essential
- Ability to multi-task and exhibit consistent follow-through and can work well under time constraints
- Proficiency and knowledge of Microsoft Office
- Fluency in English required, fluency in Spanish, Portuguese and other languages a plus

### **Benefits**

- Introduction to and experience in Volunteer Management in addition to exposure to multiple aspects of the film industry
  - Great opportunity to learn about what happens behind the scenes of an international film festival
  - Class or school credit (if applicable)
  - Resume builder
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## **REEL SEMINARS**

This internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in various fields within the Film Production, Film Marketing, and Film Distribution industries, as well as event planning and coordination.

### **Responsibilities**

Reports to the REEL Seminars Coordinator

- Assist in programming and administrative aspects related to the REEL Education Seminar Series
  - Seminar topic research
  - Draft copy for REEL Seminar publications, including Seminar topic summaries and panelist biographies
  - Conduct research to identify local industry professionals for participation on panels
  - Work with Festival, UM and MDC staff/committee
  - Assist with assembly of REEL Seminar panelist welcome packages (letters, badges, tickets, etc.)
  - Assist with the venue logistics and preparation
  - Work with seminar panelists to coordinate seminar-specific information handouts
  - Work with seminar panelists to coordinate audio visual needs
  - Update database with all information
  - Assist with volunteer management
  - Other duties as assigned

### **Qualifications**

- Ability to research effectively
- High attention to detail
- Excellent organizational skills and ability to multi-task
- Resourceful and inclined to take initiative
- Excellent communication skills, written and verbal
- Professional demeanor
- Experience in event organization and production
- Computer skills, including Microsoft Word, Excel, and databases
- Fluency in English required, fluency in Spanish, Portuguese and other languages a plus
- Access to vehicle preferred

### **Benefits**

- Introduction to and experience in the Film Production, Film Marketing, and Film Distribution industries
  - Great opportunity to learn about what happens behind the scenes of an international film festival
  - Class or school credit (if applicable)
  - Resume builder
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## INDUSTRY OFFICE

This internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in various fields within the Film Industries, as well as event planning and coordination.

### Responsibilities

Reports to Head of Programming and Industry or designee

- Assist in logistical and administrative aspects related to the MIFF Industry Office & Encuentros Program
  - Conduct research on key industry guests and/or projects
  - Assist with creation of Industry Guide
  - Assist in processing of Film Industry Credential applications
  - Welcome/greet visiting industry guests during 10-day Festival
  - Other duties as assigned

### Qualifications

- Ability to research effectively
- High attention to detail
- Excellent organizational skills and ability to multi-task
- Resourceful and inclined to take initiative
- Excellent communication skills, written and verbal
- Professional demeanor
- Experience in event organization and production
- Computer skills, including Microsoft Word, Excel, and databases
- Fluency in English required, fluency in Spanish, Portuguese and other languages a plus
- Access to vehicle preferred

### Benefits

- Introduction to and experience in the Film Production, Film Marketing, and Film Distribution industries
- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class or school credit (if applicable)
- Resume builder

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## BUSINESS AFFAIRS

The Business Affairs internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the fields of Data Analysis, Ticketing Operations, Theater Operations, Systems Design, and Systems Training.

## **Responsibilities**

Reports to the Assistant Director for Business Operations

- Analyze past MIFF ticket sales, identify trends, and recommend best-practice ticket operations
- Assist in organizing roll-call boxes and other ticketing and theater operation duties as needed
- Assist in communication between theater managers, Director of Operations and ticketing office
- Assist in Business Office day-to-day activities and operations
- Other duties as assigned

## **Qualifications**

- Strong analytic skills
- Math skills
- Excellent written communication skills
- Excellent, methodical organizational skills
- Experience and/or classwork in Information Systems Design and Database Design
- Experience and/or classwork in Data Analysis
- Proficiency in Microsoft Excel and PowerPoint
- Fluency in English required

## **Benefits**

- Introduction to and experience in Data Analysis, Ticketing Operations, Systems Design, and Systems Training in addition to exposure to aspects of the film industry
- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class or school credit (if applicable)
- Resume builder

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## **MARKETING AND OUTREACH**

This internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the field of marketing, public/media relations and communications.

## **Responsibilities**

Reports to the Head of Marketing & Publications or designee

- Researches and indexes marketing data, archives, and photographs
- Collects marketing materials samples for creative brainstorming
- Researches marketing ideas

- Researches and bookmarks useful websites
- Assists with tracking Festival advertising and coverage
- Assists with execution and completion of printed materials
- Assists with general administrative support
- Assist with special events including evening screenings, sneak previews, receptions and others
- Update and expand Distribution and media databases
- Assist with research and tracking potential outreach partners
- Assist in generating and sending e-Blasts to MIFF subscribers and Outreach database
- Distribute flyers, postcards, posters, film guides and catalogues

### **Qualifications**

- Detail-oriented, able to follow instruction and take initiative
- Professional demeanor
- Outgoing and friendly personality
- Excellent writing and communications skills essential
- Ability to multi-task and exhibit consistent follow-through and can work under time constraints
- Knowledge of Microsoft Office for PCs, InDesign for Macs, PhotoShop, etc.
- Experience with FileMaker Pro a plus
- Access to vehicle preferred
- Fluency in English required, fluency in Spanish, Portuguese and other languages a plus

### **Benefits**

- Introduction to and experience in marketing and communications, cultivation and relationship management, some aspects of marketing and the film industry
- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class or school credit (if applicable)
- Resume builder

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## **PRESS OPERATIONS**

This internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the fields of media and communications, press, and public relations.

### **Responsibilities**

Reports to Head of Marketing & Publications or designee

- Research guests, assist in archiving and crediting photographs and collection biographical data

- Assist with updating and expanding existing database of press contacts
- Assist with building press reference and archival material
- Assist with building press clippings and index
- General administration support
- Assist with special events including press conference, media check-in, Red Carpets

### **Qualifications**

- Detail-oriented, able to follow instruction and take initiative
- Professional demeanor
- Outgoing and friendly personality
- Excellent writing and communications skills essential
- Ability to multi-task and exhibit consistent follow-through and can work well under time constraints
- Proficiency knowledge of Microsoft Office
- Experience with FileMaker Pro a plus
- Access to vehicle preferred
- Fluency in English required, fluency in Spanish, Portuguese and other languages a plus

### **Benefits**

- Introduction to and experience in film research, cultivation and relationship
- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class or school credit (if applicable)
- Resume builder

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## **MEMBERSHIP (MIAMI FILM SOCIETY)**

This internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the field of public relations, hospitality, and management.

### **Responsibilities**

Reports to Head of Membership

- Assist with the maintenance and updating of the membership database
- Assist with contacting members on a regular basis
- Serve as Concierge and Public Relations Representative to members of the Miami Film Society
- Build and maintain positive relationships with members
- Assist with film screenings and other year-round programming
- Assist with special events including evening screenings, sneak previews, receptions and others
- Assist with the preparation of mailings and other administrative support
- Assist in the preparation of the "How to Festival" packets

- Assist with the preparation of member badges
- Prepare and maintain member files
- Attend Festival screenings and events during the Festival
- Compile information as related to the preparation of the Membership Wrap Report

### **Qualifications**

- Detail-oriented, able to follow instruction and take initiative
- Professional demeanor
- Outgoing friendly personality
- Excellent writing and communications skills essential
- Ability to multi-task and exhibit consistent follow-through and can work well under time constraints
- Proficiency knowledge of Microsoft Office
- Access to vehicle preferred
- Fluency in English required, fluency in Spanish, Portuguese and other languages a plus

### **Benefits**

- Introduction to and experience in dealing with the general public, cultivation and relationship management in addition to exposure to some aspects of public relations
- Great opportunity to learn about what happens behind the scenes of an international film festival and film societies
- Class or school credit (if applicable)
- Resume builder

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## **CORPORATE RELATIONS & DEVELOPMENT**

This internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge, and skills in the field of corporate relations, sponsorship sales and development.

### **Responsibilities**

Reports to Head of Grants and Partnerships

- Research potential sponsors
- Update contact database for potential sponsors
- Assist with contacts, proposals and information
- Assist with correspondence and proposals
- Track materials submitted by sponsors maintaining deadlines provided by MIFF and MDC Marketing Departments, including logos, ad artwork, and sponsor profiles
- Work with staff on requirements for sponsorship fulfillment such as tracking charts, follow up, key dates, ticketing, etc.

- Assist team to liaise with assigned group of sponsors at screenings and events during the Festival
- Assist with preparation and delivery of Sponsor materials, tickets, invitations, etc.
- Other related duties as assigned.

### **Qualifications**

- Detail-oriented, able to follow instruction and take initiative
- Professional demeanor
- Outgoing and friendly personality
- Excellent writing and communications skills essential
- Ability to multi-task, exhibit consistent follow-through and work well under time constraints
- Proficiency in Microsoft Office
- Access to vehicle preferred
- Fluency in English required, fluency in Spanish a plus

### **Benefits**

- Introduction to and experience in sponsorships, grants and other development/sales-related areas
- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class or school credit (if applicable)
- Resume builder

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