



NORTHWEST FOLKLIFE

Strengthening our communities through arts & culture

Northwest Film Forum Intern

About Northwest Folklife:

Since 1972, Northwest Folklife (NWFL) has been creating opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest. As a cultural arts & heritage organization, we are extremely committed to equity, diversity and inclusion. Therefore, we seek candidates who offer relevant skills and knowledge with diverse cultural perspectives, grounded in the desire to serve community. This internship will be hosted at Coyote North, in collaboration with NWFL.

Overview:

Northwest Film Forum incites public dialogue and creative action through collective cinematic experiences. A nonprofit film and arts center located in Seattle, Northwest Film Forum presents hundreds of films, festivals, community events, multidisciplinary performances, and public discussions each year. A comprehensive visual media organization, the Forum offers educational workshops and artist services for film and media makers at all stages of their development. Artist services include access to space, gear, fiscal sponsorship, and an edit lab. Northwest Film Forum is a member-based organization. Learn more at nwfilmforum.org!

This internship position is centered around Local Sightings Film Festival, our annual film festival for Pacific Northwest films and filmmakers, as well as general film and event programming. This 6-month internship is an excellent opportunity to learn how to organize and produce a film festival while connecting with Seattle area filmmakers and community partners.

As a part of a small and intimate team, the intern's tasks will be custom-tailored towards their strengths as well as where they hope to grow their skills. Working remotely with your supervisor Vivian, interns will interact staff and be expected to execute vital tasks.

REPORTS TO:	NWFF staff & Cultural & Creative Workforce Development Manager
DIRECT REPORTS:	Vivian Hua
HOURS:	15 Hrs/Wk)
COMPENSATION:	\$15.75 hrly

Responsibilities with Northwest Film Forum:

- Processing film festival submissions through online platforms
- Reviewing film submissions, taking notes, and writing film descriptions
- Communicating with filmmakers and community partners
- Researching and coordinating sponsorship outreach
- Brainstorming with the marketing and film programming teams
- Party planning and special event planning production
- Assisting with daily administrative tasks and office duties
- Other duties as assigned.

Coordination Assistant Responsibilities with NWFL:

- Complete Internship experience surveys
- Attend bi-weekly check-in (In person or virtual)
- Other duties as assigned

Qualifications & Skills:

- Demonstrated success in customer service and cultivating relationships with diverse populations
- Strong organizational skills and attention to detail
- Ability to prioritize, meet deadlines and maintain high quality outcomes for multiple projects
- Ability to work under pressure efficiently with a positive attitude
- Social media experience (Instagram, Twitter, Facebook, etc.)
- Data entry and spreadsheets skills
- Phone experience and cold-calling
- Data analysis, statistics, and market research
- Event curation and production
- Sponsorship and fundraising
- Marketing and graphic design
- Online and offline applications such as Google Drive, Excel, Word
- Hands-on experience or interest in any aspect of the film process, including editing, shooting, production, etc.
- This position may be required to lift, pull, and/or carry objects up to 25 lbs.
- Final candidates will be subject to a background check

To Apply:

Please submit an introductory statement describing your interests and skills (no more than 2 - 3 paragraphs), a piece of your creative content, the [Creative Force Intern Intake form](#), and resume is optional to internships@nwfolklife.org. Applicants are requested to submit no later than September 29th, 2020. When applying please put the SUBJECT LINE: Northwest Film Forum Intern.

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, or any other protected

classification, in accordance with applicable federal, state, and local laws. By applying for this position, you are seeking to join a team of hardworking people dedicated to consistently delivering outstanding service to accomplish Northwest Folklife's vision and mission. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Northwest Folklife is a 501(c)(3) nonprofit organization.