

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**
- **Festival Registrar**
- **Marketing/Social Media Coordinator**
- **Children's Film Acquisitions Assistant**
- **Summer Kids Film Camp and Jury Coordinator**
- **Facets Cinema Marketing Assistant**
- **Facets DVD Label - Sales, Marketing & Publicity**
- **Development Assistant**

Facets Programs Assistant

Assist with the day-to-day promotion and operations of various Facets programs, from the Cinematheque to Film School to the DVD label. Intern researches info on films for release on DVD, searches for clips for miscellaneous projects, distributes handbills and schedules, writes original content for Facets' film blogs, and 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. Proficiency with graphic design programs a plus. Duties include:

- Assist with Facets printed and electronic promotional materials. May involve some research and proofreading.
- General office assistance, such as photocopying and filing
- Research and contact interested parties about Facets releases.
- Watch Facets DVD titles prior to national release date, observing for continuity, subtitling, print, and sound quality.
- Pull screen grabs for packaging and promotions.
- Coordinate and execute print materials for distribution efforts.
- Write about various aspects of film for Facets Features blog and Facets Film Portal site.

Education and experience:

- Bachelor's degree in film studies, art history, visual media, communications, or related field **preferred**
- Knowledge of film history, important films, and major directors preferred
- Proficient with Microsoft Office products and extensive library and web search tools
- Experience with Adobe Creative Suite (Photoshop) preferred

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: 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.

Festival Registrar (fall only)

The Festival Registrar manages 'film traffic' files, correspondence, distribution, and databases for screenings and workshops of the Chicago International Children's Film Festival. Candidates should have a background in film production or criticism, have good organizational skills, or have coordinated events. Interns can gain experience in project management, event coordination, research, film programming, writing and publicity. Duties include:

- Assisting with correspondence between CICFF and submitters (filmmakers, distributors, producers) and other festivals for inbound/outbound traffic information and details.
- Follow-up on all acceptance emails to make certain submitters alerted (primarily, with films whose festival preview screening formats are noted as containing a watermark)*
- Preparing and maintaining the Shipment Information Worksheet for tracking & shipping Festival Formats to and from CICFF. (Separate excel document from Master List.)
- Coordinating inbound/outbound of shipment information, packaging, shipping, and tracking of all Festival exhibition screening formats to and from the CICFF including DCPs & KDMs; Blu-rays; DVDs; 35 mm prints.
- Arrange all Festival formats of value in CICFF "vault" in basement (largely, DCPs/prints).
- Updating screening schedules in Master List to reflect time/date of individual film's screening.
- Creation and generation of Festival "burned screener" library in shared drive. Create and check for play for each burned disc for each time that the film is shown. Co-ordinate creation of bins for each (2) screenings for every venue on a daily basis. Notate in "burned library" spreadsheet the number of burns created.
- Update Master List for notations helpful to projectionists: aspect ratios, chapters on compilations; deviations in sound, subtitles; menu notations. Including all these notations on each copy of every burned disc.
- Duplicating a ProPass library for separate use during the festival, ProPass to be managed by Festival personnel at Facets daily, TBD.
- Correspondence and delivery for each Festival screening program's screening formats (including compilation DVDs and individual films' burned screeners) to theaters' managers/ projectionists, at least 2 days prior to screening date OR per agreed-upon deadlines with partner venues.
- Checking all exhibition copies sent to the Festival: Format, language, quality, sound, aspect ratio, editing requests (if made)
- Corroborating exhibition copy is what was noted as to be supplied by submitter.
- Noting any arriving exhibition format deviations immediately to the Programming Director.
- Arrange for physical walk-thru's of all venues to check for capabilities.
- Sending out final e-blast, informing submitters when films are screening.
- Negotiating with customs, as necessary, to ensure that all films will be screened on their appropriate dates, as scheduled.
- The Registrar will be required to compile a Final Report summarizing all print shipment costs and details regarding shipment coordination, outstanding fees/issues, and suggestions.
- Outbound traffic: check with Programming Director for all films needed to stay/duplicate for post-festival group sales bookings
- Co-ordinate and confirm post-festival shipping with submitter (primary contact)

Marketing/Social Media Coordinator

Students can expect to learn and gain proficiency in the use of social media as part of a coordinated marketing approach. This internship will offer participants the opportunity to help identify and analyze a target audience and plan and implement elements of marketing campaigns. This position also 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, a broad and informed love of movies, attention to detail, experience in writing, general office skills, and Internet research. Responsibilities may also include coordinating promotional relationships and items for Facets, Facets Children's Programs and special events, publicizing in ethnic or niche markets, and Festival publicity coordination. Proficiency with graphic design programs a plus. 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 coordinating promotions on a variety of location-based social platforms such as foursquare, scvng, 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) communicating about Facets programs, events, and offerings in a casual way.
- Posting updates on Facets Children's Programs' Facebook and Twitter pages.
- Monitoring Facebook and Twitter replies and comments and responding in an informative and friendly way.
- Communicating regularly with Project Manager to discuss activity, impressions, insights, and ideas.
- Contacting businesses and organizations to coordinate publicity for Facets and Facets Children's Programs.
- Writing/proofing/editing for website, blogs, newsletters, press releases, proposals, pitches or other promotional materials.

Summer Kids Film Camp & Jury Coordinator (summer only)

This intense summer internship assists with operations, logistics, and teaching assistance for Facets Kids Film Camp for kids ages 7-14, as well as the Adult & Children's Juries. Candidates should be interested in event coordination, enjoy working with the general public, be detail oriented, and be available Monday-Friday throughout the summer. Experience working with kids and an interest in film is a plus. Interns will gain experience in project and event management, public relations, event logistics, filmmaking, and working with kids. Duties may include:

- Administrative duties (paperwork, contact details, correspondence with participants, evaluations, jury tabulations & notes, data entry, etc.).
- Organizing program materials (handouts, pencils, tech equipment).
- Assisting with the camp activities (in-class writing exercises, co-leading kids in development & production of an original short film).
- Coordinating, training & supervising parent volunteers and support staff.
- Serving as primary contact for participants (answering questions, managing check in/out, guidance, etc.)
- Coordination of Adult & Children's Juries (roster, film lists, rating sheets and award calculations).
- Assisting with program orientations and auditions.
- Coordination and preparation of snacks, lunches, and receptions for programs.

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.

Children's Film Acquisitions Assistant

Help Facets build the world's leading library of the best children's films. This internship position includes extensive communication with leading children's filmmakers, film producers and other rights holders worldwide. Top notch organizational and communication (written and oral) skills are a pre-requisite. You will learn the structures of licensing and distribution, the vetting of digital and other collateral distribution materials, and the negotiation process. In the process, you will be part of a team which will change the future of children's media. This unpaid internship offers the opportunity to gain proficiency in content generation skills like professional writing, structured-content authoring, editing, documentation, and, depending on the candidate, graphic design and multimedia development. Duties include:

- Research films, directors, genres, and niche movie audiences
- Write and edit copy for web publication
- Gather content from various online resources and databases
- Organize large amounts of data for a diverse team
- Format text, images, graphics, and movies for the web
- Navigate content management systems (CMS)
- Prioritize content that relates to our audience's activities and interests

Education and experience:

- Bachelor's degree in journalism, communications, film studies, library science, or related field **preferred**
- Content development experience preferred
- Ability to work independently to meet benchmarks
- Knowledge of film history, important films, and major directors preferred
- Experience with content management systems (HTML 5, CSS) preferred
- Proficient with Excel, Photoshop, and web search tools

Facets DVD Label – Sales, Marketing & Publicity Internship

The Facets DVD label distributes international and independent films on DVD, digitally and in theatres around the country. Interns will participate in all aspects of independent film distribution including DVD releases, digital delivery and educational marketing. Tasks involve customer research and development, creating marketing materials and Internet campaigns, coordinating with press, creating promotional video clips, designing press kits, and interacting with filmmakers. Duties are in the field of film distribution - This is not a production job. Applicants should be web-savvy and proficient with both PCs and Macs and Excel. Photoshop skills not required but appreciated. Interest in film marketing and distribution, and/or film publicity is a plus. The environment is informal and collaborative and involves direct contact with all levels of Facets staff. Daily tasks include:

- Working with Sales team to research additional sales outlets.
- Assisting staff with tracking and archiving of reviews and other media.
- Maintaining and updating the Facets EDU word press site.
- Assisting in the production of email promotions and press releases.
- Assisting with mailings to media and other contacts.
- Streaming of clips for current and past Facets DVD releases.

Development Assistant Internship

This position will assist Facets Development Coordinator with a wide variety of development and special projects. Duties include:

- Research relating to development projects.
- Clerical assistance (mailings/emailings, coordinating printings, proofreading, and editing).
- Assist with special, donor-related events.
- Assist with donor-relations messaging and campaign development.
- Special projects may require additional, evening or weekend hours.