

WASHINGTON
WEST FILM FESTIVAL

Internship
Program

STORY

Can Change The

WORLD



About the Washington West Internship Program

Internships at the Washington West Film Festival offer students and recent graduates opportunities to work closely with professionals in the film festival industry. Washington West is a **dynamic learning environment** with access to **supportive mentors** who help interns reach their **educational** and **professional goals**. Interns can gain **practical skills** and **program development experience** in a variety of positions from programming to development. Internship projects are based upon the need and availability of professional staff.

Internship Focus Areas

I Events

Washington West's Events Department is responsible for coordinating all aspects of events that take place during the week long festival and fundraising events throughout the year. We are looking for highly organized, self-motivated, and responsible individuals who can think through multiple aspects of an event and create a memorable and entertaining event that shows the true passion and mission of the festival. Responsibilities include, but are not limited to:

- Assisting with gathering venue information such as capacities, costs, and technical requirements.
- Assisting with food and beverage planning for each event.
- Coordinating vendors as necessary.
- Communicating important venue information to Venue Management team.
- Coordinating event timeline to include venue information, volunteer information, setup and tear down, vendor details, and technical specs.
- Providing general support to the department, as requested by the internship supervisor.

II Graphic Design

Washington West's Graphic Design Department is responsible for creating all digital and print collateral for internal and marketing use. We are looking for highly organized, self-motivated and responsible individuals who have a knack for strong conceptual thinking, strong communication skills, the ability to both work autonomously and as part of a team, a receptiveness to critique, a good attitude, and an eagerness to learn. Must have working understanding of the Adobe Creative Suite (Photoshop, Illustrator, and InDesign) and Microsoft Office (Word, Excel, and PowerPoint). Responsibilities include, but are not limited to:

- Designing digital collateral as needed (website imagery, social media imagery, internal documents, video motion graphics, etc.).
- Designing print collateral as needed (fliers, magazine advertisements, coasters, banners, merchandise, etc.).

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- Researching how other film festivals are utilizing design to create interesting collateral that engage attendees/filmmakers.
- Contributing ideas and executing the ideas of others quickly and competently.
- Participating in brainstorm sessions for new design projects and/or improvements for existing projects.
- Making edits to your work or another designer's work according to feedback.
- Attending Marketing Team meetings.
- Providing general support to the department, as requested by the internship supervisor.

In lieu of a writing sample, please submit a portfolio for consideration.

III Development

Washington West's Development Office is responsible for managing the acquisition, renewal, and maintenance of all contributed incomes to the film festival. We are looking for highly motivated individuals who are detail-oriented, self-motivated, proactive, and have exceptional interpersonal skills to join our small team and continue to grow our contributed revenue. Responsibilities include, but are not limited to:

- Assisting in planning and execution of sponsor and member events.
- Supporting the membership and donor relations teams with payments and benefits fulfillment.
- Assisting in the production of gift and sponsorship stewardship reports.
- Conducting research and assisting in the organization and storage of prospect and member information.
- Helping to maintain an organized and comprehensive data filing, entry, and retrieval system.
- Providing general support to the department, as requested by the internship supervisor.

IV Marketing

Washington West's Marketing Department is responsible for advertising specific aspects of the festival to targeted audiences. Whether it is marketing to the public to attend a film screening, marketing to local vendors on how to become sponsors, or marketing to potential volunteers to join the team, the marketing needs for a film festival are extensive. Responsibilities include, but are not limited to:

- Assisting the Marketing Team with various activities and tasks.
- Assisting with finding and coordinating additional marketing events and activities.
- Implementing various marketing campaigns designed and approved by the Marketing Team.
- Attending Marketing Team meetings and events.
- Assisting the Marketing Lead with various tasks and activities.
- Keeping track of and helping meet internal deadlines and overall festival timeline deadlines related to marketing.
- Providing general support to the department, as requested by the internship supervisor or Marketing Lead.

V Programming

Washington West's Programming Department is responsible for coordinating all aspects of programming that take place during the week long festival and events throughout the year. We are looking for highly organized, self-motivated, resourceful, creative, and responsible individuals who have strong communication skills, an understanding of film and event programming, a good attitude, and an eagerness to make our festival mission a reality. Responsibilities include, but are not limited to:

- Screening and scoring films according to our festival Judging Criteria and Screener Guide.
- Assisting in organizing incoming film submissions.
- Organizing and attending screening team events.
- Participating in programming brainstorm sessions.

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- Target strategic communities (clubs, organizations, universities, meet-ups, theaters, etc.) for film submissions.
- Providing general support to the department, as requested by the internship supervisor.

IV Planning

Washington West's Planning Department is responsible for coordination of all aspects of the festival—gathering information from each other area and combining it to create an overall festival. We are looking for multi-tasking, highly organized, and detail oriented individuals who can assist with coordinating various areas and aspects of the festival. This position will cover multiple areas with a major focus on marketing. Responsibilities include, but are not limited to:

- Assisting the Marketing Team with various activities and tasks.
- Assisting the Operations Team with various activities and tasks.
- Assisting with meeting internal deadlines and overall festival timeline.
- Provide general support to Director of Operations for filmmaker travel coordination.
- Assisting the Director of Operations in each aspect of the festival to ensure each of the area is planned (Daily Timeline), supported (with volunteers from various departments), prepared (contracted and confirmed) and promoted (marketing).
- Providing general support to the department, as requested by the internship supervisor.



It is important to note that although these internal departments exist within Washington West, interns often work across multiple departments according to festival needs.

Internship Details

I Eligibility

Students who are currently enrolled in an academic program, as well as individuals who have recently completed studies, are eligible to apply for an internship position with Washington West. A cumulative GPA of 3.0 or its equivalent is generally expected. All internships are unpaid.

II Availability

Interns must be available to work a minimum of 20 hours per week. Work hours consist of both time in the office and working from home. Occasional weekend and evening hours may be required.

III Internship Sessions & Application Deadlines

Internships occur during the spring, summer, and fall each spanning 12 weeks. Start dates and duration are flexible and arranged in coordination with your internship supervisor.

Spring

Session: 1/30-4/30

Deadline: 12/31

Summer

Session: 5/1-8/1

Deadline: 4/15

Fall

Session: 9/1-11/15

Deadline: 8/30

Provide the Following Materials

I Completed Application (see page 8)

Students who are currently enrolled in an academic program, as well as individuals who have recently completed studies, are eligible to apply for an internship position with Washington West. A cumulative GPA of 3.0 or its equivalent is generally expected. All internships are unpaid.

II Cover Letter

Detail your interest in the Washington West Film Festival internship program. The letter should also include responses to the following questions:

- What are your career goals?
- Why are you seeking this particular internship at this time?
- What do you hope to gain from this internship experience?

III Resumé

IV Most Recent Academic Transcript (Official or Unofficial)

V Writing Sample (2-3 pages)



Email completed application materials to interns@wwfilmfest.com

Hardcopy and incomplete applications will not be considered.

Candidates selected for consideration will be contacted for an interview. Interviews are required and can be conducted in-person, online (video), or by telephone. **Please do not call or email about the status of your application.** Candidates not selected for consideration will be notified by email in a timely manner.

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Internship Program Application



Please return this application to interns@wwfilmfest.com along with your cover letter, resumé, transcript, and writing sample / portfolio to be considered for the Washington West Film Festival Internship Program.

INTERNSHIP SESSION

Spring

Summer

Fall

NAME

ADDRESS

PHONE

EMAIL

MARK YOUR AVAILABLE DAYS AND TIMES:

Monday _____

Thursday _____

Tuesday _____

Friday _____

Wednesday _____

RANK AREAS OF INTEREST IN ORDER OF PREFERENCE (1-6)

- ___ Events
- ___ Graphic Design
- ___ Development
- ___ Marketing
- ___ Programming
- ___ Planning

HOW DID YOU HEAR ABOUT THE INTERNSHIP PROGRAM?

AVAILABILITY DURING FILM FESTIVAL DATES:

Candidates who are able to work duration of festival (regardless of internship session) will be given preferential consideration.

- Thursday, October 10
- Friday, October 11
- Saturday, October 12
- Sunday, October 13

REFERENCES (ONE ACADEMIC AND ONE PROFESSIONAL):

NAME

NAME

RELATIONSHIP

RELATIONSHIP

PHONE

PHONE

EMAIL

EMAIL