

## **FILM FESTIVAL PROGRAM INTERN – GLENDALE INTERNATIONAL FILM FESTIVAL**

Hiring/Producing Organization: Glendale Arts  
Program: Glendale International Film Festival

Glendale Arts is seeking a college-level Film Festival Program Intern for the Glendale International Film Festival (GIFF), taking place in person from September 26-October 1, 2024 in Glendale, CA.

The internship is offered through Los Angeles County Department of Arts and Culture's Arts Internship Program. The position is open to currently enrolled undergraduate (2 or 4-year) and community college students who reside or attend college in Los Angeles County. Recent graduates may apply as long as they have completed their degree between May 1-December 1, 2024. For a full description of the program and County requirements, visit <https://www.lacountyarts.org/opportunities/arts-internship-program-students/about-arts-internship-program-students>.

The Program Intern will provide support across all festival planning and operations to ensure the smooth execution of all GIFF programs and events. This is a hybrid position that will be fulfilled working remotely and in person leading up to the festival and in person the week of GIFF.

The intern must be dynamic, quick-thinking, resourceful, organized, responsible, and flexible. Access to a reliable mode of transportation is required.

The project is divided into three stages (Pre-Festival, Festival Week, Post-Festival), each with specific day-to-day tasks and activities, including but not limited to:

### **PRE-FESTIVAL**

- Provide administrative support, such as email and telephone correspondence, as well as virtual and in-person meeting participation with stakeholders, including filmmakers, partners, sponsors, and vendors
- Prepare and maintain organized spreadsheets, reports, and lists, such as film/filmmaker information, ticket sales, and attendance
- Assist in the creation of show flow and event schedule
- Make necessary website updates

### **FESTIVAL WEEK**

- Prepare reports and lists, such as ticket sales and attendance
- Work alongside and provide support to GA staff and Board, overseeing all aspects of the festival
- Place orders, pick up and drop off supplies and refreshments, and conduct other errands vital for the production of the festival
- Assist Volunteer Coordinator with tasks related to managing the festival volunteer team
- Support the load-in and load-out of all festival spaces, including the Laemmle Theatre, lounge, and reception and event venues
- Set up / install festival signage, including step & repeat
- Provide production support as needed

## **POST-FESTIVAL**

- Work alongside team for strike, inventory of materials, and storage runs
- Organize data, files, and documents
- Complete staff survey, team debrief, and reconcile accounts as needed

## **QUALIFICATIONS**

- Excellent communication, decision-making, and creative problem-solving skills
- Professional attitude and demeanor
- Detail-oriented
- Ability to anticipate needs and take direction
- Ability to think and act quickly under pressure
- At ease interacting with people with vastly different backgrounds and roles
- Able to move and lift heavy equipment
- Comfortable with long hours during festival
- Programs and Platforms: Proficient in and comfortable using Microsoft Word and Excel; Google Drive (Google Docs, Spreadsheets, etc.); and Dropbox. Familiarity with Facebook, Instagram, and Twitter/X are preferred, but not required.

## **DATES**

The internship period is approximately mid-June through early October 2024. The intern will start at 15 hours per week with increased hours leading up to the festival. Must be available in person September 26-October 1, 2024. This position may require overtime during the week of the festival.

## **COMPENSATION**

\$17.28 per hour. Hours per week/schedule to be discussed and mutually agreed on with supervisor.

## **ABOUT GIFF**

Marking its 10<sup>th</sup> anniversary edition, the Glendale International Film Festival is a celebration of the cinematic arts based in Glendale, CA, the fourth largest city in Los Angeles County. GIFF spotlights the powerful medium of film, the creative artists who make them, and the beloved pastime of going to the movies.

## **ABOUT GLENDALE ARTS**

Glendale Arts (GA) is an award-winning 501(c)3 non-profit organization that generates opportunities throughout greater Los Angeles to showcase, promote, encourage, and engage with the arts. Founded in 2008, GA delivers dynamic arts and entertainment programming through signature programs such as the Glendale International Film Festival and Solo Fest; operates and programs ace/121 Gallery, a multidisciplinary venue in Glendale, CA; and drives engagement through its membership program, SCENE.

## **HOW TO APPLY**

Email your resume and cover letter to [info@glendalearts.org](mailto:info@glendalearts.org) to apply.