

GREENWICH INTERNATIONAL FILM FESTIVAL

Programming Internship Opportunity

Greenwich International Film Festival is seeking a Programming Intern to work up to 10 hours a week, depending on the intern's availability. Intern applicants should be dedicated, hard working individuals who want to work in a fast-paced environment. Good communication and writing skills are a must, as well as multitasking and the ability to work independently.

Internship Responsibilities:

- Assist programming chair with film selection.
- Screen films, write synopses and provide feedback.
- Draft film marketing materials.
- Assist the executive team with film events and panels.
- Jury coordination.
- Help with organization and selection of films including tracking, identifying and securing films.
- Articulate the programmatic mission and guiding principles to the international film community.
- Prepare engaging film introductions.
- Help with all aspects of programming, both creative and administrative.
- Assist with planning, preparation and production of in-person and virtual events.
- Assist with additional administrative and marketing tasks.
- Must be self-motivated, flexible, accountable, and routinely communicate with our staff

Internship Offers:

- An exciting, creative start-up environment to get hands-on work experience.
- Sufficient opportunity to build your professional portfolio.
- Tickets to select GIFF events.

Please submit your resume and cover letter to Alicia Pipher at alicia@greenwichfilm.org

BACKGROUND INFORMATION: Greenwich International Film Festival is a 501(c)3 non-profit organization that bridges the worlds of entertainment and philanthropy through films, panels and special events throughout the year. GIFF's mission is to harness the power of film to serve the greater good by supporting causes that relate to basic human rights, education, the environment and healthcare. To learn more, visit www.greenwichfilm.org.