

Frameline

POSITION DESCRIPTION / PROGRAMMING INTERN

ABOUT FRAMELINE

Frameline's mission is to change the world through the power of queer film. As a media arts non-profit, Frameline's programs connect filmmakers and audiences in San Francisco and around the world. Frameline's integrated programs provide critical funding for emerging LGBTQ+ filmmakers, reach hundreds of thousands with a collection of more than 250 films distributed nationally, and create an international stage for the world's best queer film through the San Francisco International LGBTQ+ Film Festival and additional screenings and cinematic events.

THE POSITION

The Programming Intern will assist the Programming & Hospitality Manager who provides direct support to the Director of Exhibition & Programming in all regards to film entries, film reviews, correspondence relating to film entries, and programming of the Festival.

Reports to: Programming & Hospitality Manager

Commitment: February 4 - May 3 (flexible start/end dates)
(Usually 2 days per week/approximately 10 hours/week)

Compensation: Unpaid internship

Travel reimbursement available

Students can arrange to receive academic credit for their internship and should see their advisors or department chairs for procedures and requirements.

Benefits: Excellent hands-on experience at a top-ranked LGBTQ+ media arts organization, access to the best in LGBTQ+ films. Intern will receive a Frameline43: The San Francisco International LGBTQ+ Film Festival staff badge, 10 comp tickets for the Festival and Festival t-shirt.

QUALIFICATIONS

- Excellent interpersonal skills
- Data entry skills
- Knowledge of or interest in LGBTQ+ Film/Cinema

- Ability to work independently as well as part of a team
- Effective communication, research, and organizational skills
- Competence and resourcefulness in researching detailed information online
- Detail-oriented and demonstrated attention to accuracy
- Fluency in Mac-based applications including MS Office and FileMaker Pro
- Flexible, creative, and able to thrive in a fast-paced environment while maintaining a sense of humor

DUTIES AND RESPONSIBILITIES

- Provide administrative support to the Programming & Hospitality Manager
- Assist in managing short film screening committees & serve on short film screening committee
- Assist with data entry of festival submissions
- Assist with data entry of screening committee submissions
- Research missing information on film submission, by utilizing key websites
- Assist in the tracking of submitted and solicited films
- Assist lead programmers in accessing information in relation to film entries
- Complete a post-internship written wrap report and update relevant section in the Programming and Hospitality Manual

TO APPLY

Applications are encouraged from college students, as well as from all members of the community. We strongly encourage applications from women, people of color, transgender people, intersex people, asexual people, non-binary people, disabled people, and other underrepresented people and communities.

Please send cover letter with resume via e-mail to fgbadamosi@frameline.org no later than January 25, 2019.

Subject: Programming Intern Search

Early applications strongly encouraged. No phone calls, please.

Frameline is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. Frameline strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, gender identity or expression, sexual orientation, height and weight, disability, marital status, partnership status and any other characteristic protected by law.