



JOB DESCRIPTION / **MARKETING & COMMUNICATIONS INTERN**

ABOUT FRAMELINE

Frameline's mission is to change the world through the power of queer cinema. 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 and creates 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

Frameline seeks an enthusiastic intern to support our social media, communications, and marketing efforts. Responsibilities include copy writing, content creation & curation, and growing followers for Frameline's digital communications. Additional responsibilities may be added based on time, organizational needs, and the intern's unique skills and interests.

Reports to: Director of Marketing & Strategic Partnerships,
Communications & Marketing Manager

Compensation: Unpaid internship
Commuter reimbursement available
Students can arrange to receive academic credit for their internship and should see their advisors or department chairs for procedures and requirements.

Status: Temporary

Schedule: Flexible start date. Preferably two days per week, minimum 10 hours per week. Position would last through March 31, 2022. Possible extension to follow.

Benefits: Excellent hands-on experience at a top-ranked LGBTQ+ media arts organization, access to the best in LGBTQ films. Intern will receive access to official Frameline46 events, 10 Frameline46 comp tickets, and a Festival t-shirt.

QUALIFICATIONS

- Academic study in marketing or communications with a focus on social media and/or content marketing (preferred but not required)
- Excellent interpersonal skills
- Effective communication and organizational skills
- Experience with Word Press or other web hosts
- Knowledge of or interest in LGBTQ+ film/media
- Experience with MS Office
- Experience Adobe Creative Suite (preferred but not required)
- Detail oriented
- An eye for design
- Flexible, creative, and able to thrive in a fast-paced environment while maintaining a sense of humor

DUTIES AND RESPONSIBILITIES

- Assisting Communications Manager and Director of Marketing in asset production, copyediting, and CMS data entry related to the production of a new organization website being delivered in Q1.
- Conducting research to support marketing and communications efforts
- Assisting with content creation and curation for Twitter, Facebook, Instagram, and Frameline's website to promote Frameline programs
- Work with Communications Manager and Directors to help execute social media assets designed to increase overall followers across all social account.
- Limited graphic design/image curation for marketing efforts
- Aiding in administrative duties
- Other tasks as assigned

TO APPLY

Please send cover letter with resume via email to: asheets@frameline.org

Subject: "Marketing & Communications Intern Search"

Deadline: January 7, 2022. Early applicants encouraged

Applications are encouraged from college/university students as well as from all members of the community.

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.