



JOB DESCRIPTION / **HOSPITALITY 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, reach hundreds of thousands with a collection of more than 250 films distributed nationally, inspire thousands of students through Youth in Motion, which sends free films and curricula to schools across the nation, 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

The Hospitality Intern will assist the Programming & Hospitality Manager and P&H Assistant who provide direct support to the Director of Exhibition & Programming in all regards to film entries and filmmakers. The Hospitality intern will also help run the Film Festival Green Room, cater to the needs of VIPs and other guests, and manage volunteer Hospitality Hosts and Theatre Hosts in relation to Frameline43: San Francisco International LGBTQ+ Film Festival (June 20 - 30, 2019).

Reports to: Programming & Hospitality Manager

Status: Unpaid internship

Schedule: April 29-July 5 (some flexibility for the ideal candidate - usually 2 days per week/minimum 10 hours, PLUS Festival schedule, below)
Must also be available for **entire** 11 days of Frameline43 (June 20 - 30, 2019)

Benefits: Excellent exposure to the programmatic department and process of a top-ranked film festival and LGBTQ+ arts organization.
Frameline Festival staff badge, 10 regular comp tickets, Festival t-shirt.
Students can arrange to receive credit for their internship and should see their advisors or department chairs for procedures and requirements.

QUALIFICATIONS

- Excellent interpersonal skills
- Knowledge or interest in LGBTQ+ Film/Cinema
- Ability to work independently as well as part of a team
- Effective communication and organizational skills
- Detail-oriented and demonstrated attention to accuracy
- Responsive to unpredictable workflow and hours
- 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 & Programming & Hospitality Assistant
- Assist in set up and management of Green Room at Castro Theatre mezzanine
- Greet VIPs at all Film Festival venues
- Coordinate schedules, duties, and training for volunteer Theatre Hosts for all screenings with attending filmmakers
- Update and maintain Festival Day by Day at all Festival venues
- Locate and greet attending filmmakers at their screenings and ensure that they are presented to the staff or board member introducing the program. Go over the protocol for the intro and Q&A if applicable
- Ensure that filmmakers are comfortable (in the Green Room if applicable) and provided with reserved and/or preferential seating
- Attend daily meetings with Film Festival staff
- Field all after-hours guest services requests at the Castro Theatre
- Complete post-Film Festival written wrap report and update relevant section P&H Manual

TO APPLY

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

Subject: Programming & Hospitality Intern Search

Application Deadline: April 26, 2019

Early applications encouraged. No phone calls, please.

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.