

Frameline

POSITION DESCRIPTION / **VOLUNTEER 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 globe. 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 media through the San Francisco International LGBTQ+ Film Festival and additional screenings and events.

NATURE OF THE POSITION

Frameline seeks an enthusiastic Volunteer Intern to support our volunteer efforts leading up to Frameline43: The San Francisco International LGBTQ+ Film Festival, June 20-30, 2019. The Volunteer intern will assist the Volunteer Coordinator with recruiting, training, coordinating and supervising 400 to 500 volunteers, ensuring that all volunteer shifts are covered and that all Film Festival staff are suitably supported by volunteers. This is a fun, fast paced position that will provide the intern with a variety of festival management experience.

Reports to: Volunteer Coordinator

Commitment: May 6-July 12

Compensation: Unpaid internship

Travel reimbursement available

Students can arrange to receive 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 Festival staff badge, 10 Festival comp tickets, and Festival t-shirt.

DESIRED QUALIFICATIONS

- Familiarity with film festival operations/event management
- Familiarity with LGBTQ+ Community
- Effective communication and organizational skills
- Excellent writing, interpersonal and telephone skills
- Ability to work independently as well as part of a team
- Detail-oriented and demonstrated attention to accuracy
- Responsive to unpredictable workflow and hours
- A 10-16 hour per week commitment for 11 consecutive weeks, with slightly extended hours during Frameline43, June 20-30
- Fluency in MS Office; Filemaker Pro experience desired, though not required
- Flexible, creative, and able to thrive in a fast-paced environment while maintaining a positive attitude and a good sense of humor

DUTIES AND RESPONSIBILITIES MAY INCLUDE:

- Recruiting and managing volunteers for Pre-festival and festival needs
Assisting Volunteer Coordinator with volunteer orientations, volunteer scheduling, and confirmation of shifts
- Database entry and management
- Assist with maintaining Shiftboard.com volunteer scheduling system/database
- Utilize Shiftboard database to create shifts and schedule volunteers
- Communication with volunteers, retrieving and responding to emails and voicemail messages
- General assisting of Volunteer Coordinator prior to and during the festival
- Manage volunteers at key events
- Fill role of Volunteer Captain at select screenings
- Attend regularly scheduled staff and event meetings
- Remain on-call during Film Festival for emergencies and unexpected changes
- Complete post-Film Festival written wrap report

TO APPLY:

Please send a cover letter and resume via email to:

volunteercoordinator@frameline.org

Subject: "Frameline43 Volunteer Intern Search"

Deadline: Open until position is filled.

High school and college student applicants encouraged, as well as all members of the community. Applications reviewed on a rolling basis. 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.