



## 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.

<b>Reports to:</b>	Director of Marketing & Strategic Partnerships, Communications Manager
<b>Compensation:</b>	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.
<b>Status:</b>	Temporary
<b>Schedule:</b>	Preferred start date April 13, 2020 (negotiable). Preferably two days per week, minimum 10 hours per week. Position would last through Frameline44: The San Francisco International LGBTQ+ Film Festival, June 18-28, 2020. Hours would increase during Festival. Possible extension following the Festival.
<b>Benefits:</b>	Excellent hands-on experience at a top-ranked LGBTQ+ media arts organization, access to the best in LGBTQ+ films. Intern will receive a Festival staff badge, with access to official Festival events, 10 Festival comp tickets, and 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 social media platforms and/or email marketing
- Knowledge of emerging social media platforms
- Knowledge of or interest in LGBTQ+ film/media
- Experience with MS Office
- Experience Adobe Creative Suite (preferred but not required)
- Detail oriented
- Flexible, creative, and able to thrive in a fast-paced environment while maintaining a sense of humor

## **DUTIES AND RESPONSIBILITIES**

- 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
- Grow Frameline's social followers & increase engagement
- 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](mailto:asheets@frameline.org)

**Subject:** "Communications & Marketing Intern Search"

**Deadline:** March 29, 2020. 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.*