



heartlandfilm

Operations & Outreach Internship

May 13 – August 7, 2024

\$500 stipend and school credit offered | 12-20 hours/week

Operations:

Assist in development and execution of Indy Shorts International Film Festival

- Research and contact vendors for food, entertainment, décor, technical supplies and other event needs
- Coordinate details via event sheets for all events
- Pack, unpack and maintain screening and event equipment
- Take responsibility for elements of Box Office Management
 - Complete training courses via video tutorial and with instruction from the Special Events Coordinator
 - Assist in the build, testing and management of the online box office systems projects in coordination with the Special Events Coordinator
- Work with all staff to create meaningful, profitable and entertaining Heartland Film events
- Communicate with staff and supervisors to collaborate on projects
- Assist in creating measurable reports post-event, including attendance, financial, etc.

Community Outreach:

- Attend meetings and events around town with the Community Outreach & Education Manager to build relationships and expand network
- Post Heartland Film event details on local community calendars
- Work with programming and the Community Outreach & Education Manager to connect non-profit contacts with films that align with their message
- Work with marketing and operations to coordinate participation in community festivals and markets including applications, volunteers needed, and marketing materials
- Research local youth activity groups (camps, youth groups, summer schools)
- Assist Community Outreach & Education Manager in development of Family Fun Day

Requirements:

- Must be local to the Indianapolis area and report to the Heartland Film Office (8950 Otis Ave, Indianapolis, IN) two days per week (approx. 15 hours), including pre-festival organization and post-festival breakdown
- On-site during full run of Indy Shorts Festival (July 22 – 29, 2024)
- Prefer current college or trade school student or recent graduate

Desired Skills and Traits of All Interns:

Our ideal candidates would possess the following:

- Interest in independent and/or international cinema, film festival culture, and event management
- Self-starter able to work independently and to take initiative
- Detail-oriented with ability to multitask
- Excellent interpersonal and organizational skills
- Web/Internet savvy, research skills
- Proficiency in Microsoft Office and ability to quickly learn new software/programs
- Understanding of how this internship will help develop skills for one's own educational or career goals

Additional Benefits and Perks of All Interns:

- A unique opportunity to experience and participate in an exciting film and cultural event
- Valuable hands-on experience in film festival planning and implementation, networking opportunities, and portfolio building in the nonprofit, film, and entertainment fields
- Work with a small, but mighty team that is passionate about film and events like you!
- Free 1-year Individual/Dual Heartland Film Membership
- Complimentary ticket vouchers for both 2024 festivals
- Heartland Film merchandise discount

Apply here: <https://airtable.com/appOGOK8YegDtpfaq/shr6moBlwYwzulzMt>

Deadline: Sunday, February 18

Virtual interviews will be conducted between February 26 – March 1