



heartland*film*

Operations & Outreach Internship

May 11 – August 3, 2026

Hourly rate and credit offered | 12-20 hours per week

Operations:

Assist in development and execution of the Indy Shorts 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 software projects in coordination with the Special Events Coordinator.
- Work with staff to create meaningful, profitable and entertaining Heartland Film events.
- Communicate with staff and supervisors to collaborate on projects including but not limited to event activations, décor, performances, entertainment, etc.
- Assist in creating measurable reports for post-event, including attendance, financial, etc.

Community Outreach:

- Attend meetings and events around town with the Senior Manager of Community Initiatives to build relationships and expand network.
- Work with programming and the Senior Manager of Community Initiatives 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).

Requirements:

- Must be able to travel around the Indianapolis area and report to the Heartland Film Office (8950 Otis Ave, Indianapolis, IN) two days per week (approx. 16 hours), including pre-festival organization and post-festival breakdown.
- On-site during full run of Indy Shorts Film Festival (July 21 – 26, 2026).

- 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, event management, and community building.
- Self-starter, able to work independently and to take initiative.
- Detail-oriented with the ability to multitask.
- Excellent interpersonal and organizational skills.
- Web/Internet savvy, research skills.
- Proficiency in Microsoft Office and Teams and ability to quickly learn new software/programs.
- Understanding 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, and 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!
- Free 1-year Individual/Dual Heartland Film Membership.
- Complimentary ticket vouchers for the 2026 Indy Shorts Film Festival.
- Heartland Film merchandise discount.

Apply here: <https://forms.monday.com/forms/6357ee9e023cd27a4689f7b3034d8f7c?r=use1>

Deadline: March 8, 2026

Virtual interviews will be conducted between mid-March through early April.