

**Heartland Film**  
**Spring/Summer 2025 Film Programming Internship**

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**Film Programming Internship**

**Application Deadline: December 8, 2024**

**Location:** Virtual/Remote (Residency in the Indianapolis area a plus)

**Compensation:** \$500 total stipend + college credit (if needed)

**Internship dates:** January - September 2025

**Up to 9 positions available**

The Film Programming Interns are responsible for assisting the Film Programming Team with the film selection process for the Academy Award®-Qualifying Indy Shorts International Film Festival (July 22 - 27, 2025) and the 34th Heartland International Film Festival (HIFF) (October 9 - 19, 2025) in Indianapolis. This virtual position will primarily assist the Film Programming Team with screening/reviewing festival submissions, festival program scheduling, and research/data entry.

Interns are expected to work a schedule of 12-20 hours per week (between Monday-Friday, our working hours are 9 am - 5 pm EST) with the potential to work more hours during the 2025 Indy Shorts International Film Festival and Heartland International Film Festival.

Interns who live in or near Indianapolis can assist onsite during the festivals.

**Requirements:**

- Current undergraduate or graduate student, or recent graduate (no earlier than Summer 2024).
- Preferably live in the Eastern or Central time zones in the United States during the internship OR be available to work a set schedule of 12-20 hours per week between the hours of 9 am - 5 pm Eastern time.
- Interns should have a personal computer and reliable access to the Internet suitable for streaming HD video.

**Submissions Management Intern (1 position)**

January - mid September 2025

Interns local to Indianapolis have the option to assist in-person during Indy Shorts and/or HIFF

Reports to Film Programming Coordinator, Artistic Director, Film Programmer

**What you will be doing:**

Duties including, but not limited to:

- Processing and organizing/sorting film submissions in FilmFreeway (training provided)
- Assisting Film Programming Coordinator with assigning submissions and managing volunteer screener workflow
- Researching potential films and maintaining spreadsheets
- Screening short and feature film submissions
- Other data entry/management as needed

**Film Programming Intern (up to 8 positions available)**

January - mid September 2025

Interns local to Indianapolis have the option to assist in-person during Indy Shorts and/or HIFF festivals

Reports to Film Programming Coordinator, Artistic Director, Film Programmer

**What you will be doing:**

Duties including, but not limited to:

- Screening submitted short and feature film submissions and participating in the programming selection process.
- Assist with content gathering and proofreading/editing for the 2025 Indy Shorts and Heartland International Film Festival ticketing site, print guide, and social media, and other materials.
- Assist with FilmFreeway and film festival research
- During the festival(s): assist across departments based on festival needs and intern interests if intern can be onsite in Indianapolis during the festival.

**Desired Skills and Traits of All Interns:**

*Our ideal candidates would possess the following:*

- Strong interest in independent and/or international cinema and film festival culture
- Critical eye for high-quality films that align with Heartland Film's mission
- Strong analytical writing skills
- Self-starter able to work independently and to take initiative
- Detail-oriented with ability to multitask
- Excellent interpersonal and organizational skills
- Excellent proofreading/editing 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.
- Broaden your knowledge of contemporary, international independent film styles and trends.
- Work with a small, but mighty team that is passionate about film like you!
- Free one-year Individual/Dual Heartland Film Membership.
- Complimentary ticket vouchers for both 2025 festivals.
- Heartland Film merchandise discount.

**To Apply:**

1. Complete the Intern Application Form <https://airtable.com/shrCHo4KYK8SZymw6>
2. Complete the Film Assessment Form (sent via email after the Intern Application Form is submitted)

*\*Both parts must be completed by December 8, 2024 to be considered for an interview. \**

**Application Deadline:** December 8, 2024

- Both parts of the application must be completed and submitted by December 8, 2024 to be considered.
- We will be in touch by early January if your application is chosen for further consideration.

**Questions? Contact:**

Evan Vernon  
Film Programming Coordinator  
[evernon@heartlandfilm.org](mailto:evernon@heartlandfilm.org)

Thank you for your interest!