



# heartlandfilm

## Events and Operations Internship

January 13 – April 18, 2025

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

### Operations:

Assist in development and execution of Cinemania, Heartland Film's signature fundraising event.

- Research and contact vendors for food, entertainment, décor, technical supplies and other event needs
- Coordinate details via event sheets
- 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
- Work with all staff to create a meaningful, profitable and entertaining Heartland Film event
- Communicate with staff and supervisors to collaborate on projects
- Assist in creating measurable reports post-event, including attendance, financial, etc.
- Build and create decor elements and activities for the event
- Attend committee meetings and site visits

### Event Outreach and Development:

- Attend meetings and events around town with the Community Outreach & Education Manager to build relationships for fundraising
- Post Heartland Film event details on local community calendars

### 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-event organization and post-event breakdown
- On-site day of Cinemania (April 11)
- 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, event management, nonprofit management and fundraising, or arts administration
- Self-starter able to work independently and to take initiative
- Detail-oriented with ability to multitask
- Possesses an innovative and creative eye
- 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 arts nonprofit 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 2025 festivals
- Heartland Film merchandise discount

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

**Deadline:** Wednesday, September 18

Virtual interviews will be conducted between September 23 and October 4