



*The Best in Contemporary World Cinema*

Carnegie Mellon University, Pittsburgh, PA  
cmu.edu/faces

## 2023-2024 Festival Positions

The Carnegie Mellon International Film Festival is seeking motivated interns for the 2023-2024 season.

Year-long, part-time positions in Logistics, Marketing and Communications, Design, Development, Social Media, Programming, Youth Programming, Event Coordination, Volunteer Coordination, Photography/Videography, and Web Management are available for the 2023-2024 CMU International Film Festival. Applicants must be able to flexibly dedicate 8-10 hours each week to Film Festival responsibilities and experiences, with extended hours in February, March and April before and during the Festival in the Spring. For position descriptions and information about the CMU International Film Festival, see below.

CMU IFF is a great opportunity to broaden your work skills, heighten your existing talents, and explore new ones. You will strengthen your network of connections in Pittsburgh and internationally. The Festival brings successful filmmakers to Pittsburgh for its events, including the likes of Jonathan Demme (Director of *Silence of the Lambs*) in 2015 and Spike Lee (Director of *Do the Right Thing*) in 2016. Festival interns are always in for something exciting during their year with the CMU IFF.

**Interested applicants, please send your resume and any requested portfolio samples to the Festival Director, Jolanta Lion, at [jola@andrew.cmu.edu](mailto:jola@andrew.cmu.edu).**

### About the Festival

Created in 2006, the Carnegie Mellon International "Faces" Film Festival is a project of the Humanities Center at Carnegie Mellon University (CMU), which has supported research and encouraged interest in the humanities for more than 15 years. The festival serves as a non-academic bridge to the greater Pittsburgh community and opens its doors each year to the interests and passions of people across generations and cultures.

The "Faces" Film Festival takes place every year in the spring and presents a spectrum of contemporary world cinema, focusing on an annual theme that addresses a current social issue. The festival presents 14-18 international features, documentaries, and shorts each year. As a community-building event, screenings are accompanied by supplementary components such as Q & A sessions with the films' directors and local academics, artistic performances, and receptions with local ethnic cuisine. In this way, events are more than just film premieres; they are cultural celebrations that allow audiences to observe, discuss, and experience our shared humanity.

## Position Descriptions

All positions fit under their respective umbrella committees. The Festival Committees comprise the structure of the Festival team. These include:

- Design
- Development
- Event Coordination
- Logistics
- Marketing and Communications
- Programming
- The Youth Outreach Program
- The Short Film Competition
- Web Development
- Volunteer Coordination

\*\*All interns must:

- Be able to meet in-person, once a week with the rest of the team. Date of said meeting is TBD based on availability, but is generally Friday evenings at 5:30.
- Possess advanced writing skills.
- Possess strong organizational skills.
- Share an interest in the contemporary film industry.

# Available Internships

\*\*Within these internships are a variety of hybrid roles. It is expected that interns will be able to work across departments in close collaboration to take on new challenges. A successful internship depends on your willingness to challenge your comfort zone.

## LOGISTICS

(Positions available: 2-4 | Hours per week: Fall Term - 8-10 ; Spring Term - 10-15)

**CMU IFF Logistics Interns** are responsible for ensuring a smooth Operation of the Festival Events. The Logistics Interns will be expected to coordinate venue bookings, operate the McConomy Auditorium Film Booth, Coordinate Merchandise Purchases, Book Catering, organize the Run of Show, Create the Pre-screening Slide Show, and lead set-up and take-down of events. The Logistics Interns will work closely with the Event Coordination Committee to implement Festival Events and the Development Committee to ensure that purchases are within budget. One member of the Logistics team will become an Authorized Signer for SLICE to coordinate Festival purchases.

Desired Skills & Qualifications:

- Previous experience in event coordination
- Strong knowledge of event operations.
- Advanced and Timely Oral Communication Skills
- Excellent organizational skills
- An ability to operate or a willingness to learn how to operate a Film Booth and Manage Venue Technical Support
- Experience coordinating festival purchases in adherence to an evolving budget.

## EVENT COORDINATION (Positions available: 3-4 | Hours per week: 10-15)

**CMU IFF Event Coordination Interns** will work in tandem with the Programming Committee, Logistics Committee, and the Festival Director to conceptually design and technically implement Festival events. This includes the accurate booking of transportation and lodging for special guests, the coordination of equipment and services (i.e. renting equipment, transportation of food and ticketing supplies, etc.), and the planning and organization of Festival receptions, Q&A sessions with filmmakers, and panel discussions. The Event Coordinators will also work in close tandem with the Development staff to design special events that meet the negotiated needs of our sponsors.

Desired Skills & Qualifications:

- Previous experience in event coordination
- Strong knowledge of film
- Advanced writing and communication skills
- Excellent organizational skills

## PROGRAMMING

(Positions available: 3 | Hours per week: Fall Term - 10-15 ; Spring Term - 8-10)

**CMU IFF Programming Interns** are responsible for assisting the Festival Director in shaping the artistic vision of the Festival's upcoming film program. This involves film evaluation, professional correspondence with filmmakers and film contacts, and administrative assistance in securing all films. Once film selections are completed, Programming interns will be responsible for writing important Festival information (i.e. film, special guest, and event descriptions) to be included on the Festival website and inside the annual Festival program booklet to be distributed at all events. While the conceptual organization of the Festival is a shared endeavor among all interns, the Programming Interns will be responsible for executing the majority of public-facing writing.

Desired Skills & Qualifications:

- Previous experience in editing/writing positions
- Strong knowledge of film
- Advanced writing and communication skills
- Excellent organizational skills

## DEVELOPMENT (Positions available: 4-6 | Hours per week: 10-12)

**CMU IFF Development Interns** are responsible for building and executing the annual budget, managing stewardship, securing sponsorships as well as other fundraising opportunities, assisting in grant writing, and leading all professional communication with sponsors. In the Fall the Development Team will be expected to draft a Fundraising Strategy based on historical Festival data. The development team will be responsible for applying for the annual budget requests from SLICE, GSA, the Student Dormitory Council and other CMU organizations funded through the Student Activities Fund. One member of the Development team will become an Authorized Signer for SLICE to assist in coordinating festival transactions.

Desired Skills & Qualifications:

- Previous experience in fundraising efforts
- A persevering work ethic
- Strong public speaking skills
- A strategic mindset for external development with campus, local, national and international partners.

## MARKETING & COMMUNICATIONS (Positions available: 4-6 | Hours per week: 10-12)

**CMU IFF Marketing and Communications Interns** are responsible for developing and implementing a unique marketing plan for the upcoming season. This includes building public relations with the media, local universities, and other organizations, promoting all Festival events throughout Pittsburgh and the surrounding areas, and managing a creative and effective social media platform. The Marketing and Communications Intern will be expected to focus sizable interest and energy into developing engaging print and digital advertising tactics, including seasonal promotions. The intern will also be asked to assist in writing projects that will be used for festival promotional materials. The Marketing and Communications Team will be responsible for organizing a data-tracking system and preparing periodic reports to evaluate the effectiveness of marketing efforts.

Desired Skills & Qualifications:

- Experience in PR
- Advanced writing skills
- Strong public speaking skills
- Interest in the film industry

## **SOCIAL MEDIA** (Positions available: 2 | Hours per week: 10-12)

\*\*This position falls under the Marketing and Communications Committee.\*

**The CMU IFF Social Media Intern** is responsible for developing a strong and inventive social media campaign specific to the Festival's personality and current thematic image. This includes the Festival's Facebook, Twitter, Instagram, YouTube, and Meetup accounts, as well as the creation of any new accounts. Work will be executed in tandem with the Marketing Committee, but the Social Media Intern will focus specifically on social media. The Social Media Intern will be expected to both contribute to and improve our existing social media presence. Social media responsibilities will include scheduling and executing a detailed, enthusiastic, and unique campaign, in addition to broadening the Festival's audience and involving current audiences in engaging activities and/or competitions.

Desired Skills & Qualifications:

- Experience in PR and/or social media
- Advanced writing skills
- Strong public speaking skills
- Interest in the film industry
- \*\* Please include 3 social media posts/pitches for social media event promotion on Facebook, Twitter, and Instagram (one per site.) Additional pitches for other social media pages are welcome.\*\*

## **DESIGN** (Positions available: 3-5 | Hours per week: 10-12)

**CMU IFF Design Interns** are responsible for the artistic and technical development of the upcoming season's thematic image and materials. This includes maintaining the festival brand through layout, design, and production of graphics for promotional materials in both print and digital formats. Design Interns will be expected to collaborate with the Marketing and Communications Committee, Programming, and Development Committee, and Website Management Team on the most effective design for various advertising and promotional campaigns.

Desired Skills & Qualifications:

- Advanced skills using the Adobe Creative Suite (InDesign, Photoshop, Illustrator, Figma)
- Knowledge of typography, visual communication, and composition

\*\*Please attach 2-3 portfolio samples included with resume.\*\*

## **YOUTH OUTREACH PROGRAM** (Positions available: 2-3 | Hours per week: 10-15) **CMU IFF**

**Youth Outreach Program Interns** are responsible for the development and execution of the CMU IFF Youth Outreach Program. Each year, the Festival seeks to involve the youth of Pittsburgh in the Festival's activities, from class-scheduled screenings, to workshops, to participation in the Short Film Student Competition, as well as other unique opportunities from school-school. This year's Festival aims to design the strongest Youth Outreach Program yet, and this requires creative, innovative interns with the desire to inspire youth in new and exciting ways. Youth Outreach Interns will be expected to collaborate with local schools, both public and private, to organize youth-centric events and workshops. This outreach committee will be building and improving upon a relatively new program with a great deal of freedom and potential. Interns will be expected to take on evolving responsibilities as the committee itself grows. The Youth Outreach Interns will be working closely with the Festival Director and Assistant Director, as well as the Event Coordination Committee.

Desired Skills & Qualifications:

- Previous experience working with youth (high school age and younger)
- Strong writing, communication, and organization skills

## **SHORT FILM COMPETITION** (Positions available: 2-3 | Hours per week: 10-15)

**Short Film Competition Interns** are responsible for the conceptual development, organization, and implementation of the CMU IFF's annual Short Film Competition. The Competition functions in tandem with the larger Festival, but in many ways, it is a mini-festival all its own. Interns are responsible for three umbrella aspects comprising the Competition:

- Advertising
- Development
- Event Coordination

In Advertising, interns will be expected to coordinate with the Marketing and Communication Committee to develop an advertising strategy to both attract filmmakers to register for the competition as well as to attract audiences to the event itself. This will include branding and design work alongside the Design Committee.

In Development, interns will be responsible for communicating with filmmakers, organizing submissions, contacting judges, seeking sponsors, and organizing all paperwork and information for the website.

In Event Coordination, interns will further be responsible for coordinating the Competition event itself including all logistical details i.e. venue planning, award presentation, and overall leading a successful, fun event.

Desired Skills & Qualifications:

- Experience in event coordination
- Strong logistical/organizational skills
- Knowledge of short film as a craft

## PHOTOGRAPHY/VIDEOGRAPHY (Positions available: 4 | Hours per week: Fall Term 6-8, Spring Term 8-10)

**CMU IFF Photographers/Videographers** are responsible for documenting the Festival season's journey from its beginning to its conclusion through creative and involved footage (still or video.) The Photo/videographer will be asked to attend weekly festival meetings, all festival events, and other milestone events (i.e. the Student Activities Fair and other important meetings as needed.) The Photo/videographer will be responsible for the editing and distribution of materials in a timely manner. The Photo/Videography team is also responsible for editing, organizing, tagging and uploading all photos to a shareable drive for easy access to the entire Festival Staff. All video and photo materials will be the property of the CMU IFF, but individual materials can be used for personal portfolio and other resume purposes.

Desired Skills & Qualifications:

- Flexible hours
- Previous photography or videography experience
- Possession of all necessary equipment (i.e. camera, lenses, editing software)
- **\*\*Please attach 2-3 portfolio samples included with a resume.\*\***

## WEB DEVELOPER & WEBMASTER (Positions available: 5-8 | Hours per week: 8-10)

**The CMU IFF Web Developer & Webmaster Interns** are responsible for implementing new layout designs, updating the website for the upcoming festival season, and managing the website. This includes updating the website as Festival material is edited or changed, fixing technical bugs in the website's code, and contributing to the design and functionality of the interface. For the 2023-2024 Festival, we will open an additional 2-3 new positions to work on organizing and implementing a special historical archive project to be presented on the website.

Desired Skills & Qualifications:

- Advanced command of computer systems and languages (HTML, JavaScript, CSS, etc.)
- Previous experience in website design, coding, and programming
- Knowledge of e-commerce/e-ticketing
- Familiarity with WiX
- An interest in Human-Computer Interaction, Interactive Design, and Content Management

## VOLUNTEER COORDINATOR

(Positions available: 2 | Hours per week: Fall Term - 8-10 ; Spring Term - 10-15)

Each year, CMU International Film Festival meets an enthusiastic community of patrons of all ages who are interested in increasing their involvement with the Festival. For the 2023-2024 Festival we are piloting a Volunteer Coordinator Internship responsible for strengthening the relationships with our patron community and providing opportunities for participation in the festival with a casual level of commitment. The **CMU IFF Volunteer Coordinator Interns** are responsible for the recruitment and management of a volunteer corps who will assist in the set-up, take-down, ticketing, fundraising and promotion of the Film Festival. The volunteer coordinator will be responsible for the organization of special volunteer appreciation events and the coordination of a special incentive program to increase the engagement of CMU IFF's volunteer corps. The volunteer coordinator will also need to develop and maintain an accurate hours-tracking system for internal and external reporting.

Desired Skills & Qualifications:

- Previous experience in Volunteer Coordination
- An Enthusiasm for Inclusion of all types of interested people.
- An ability to manage a list of contacts with timely updates.
- Excellent organizational skills
- A willingness to listen, report, and encourage new ideas from Festival Volunteers.