



## **Internship Opportunities for the 28<sup>th</sup> Woods Hole Film Festival**

Experience a summer on Cape Cod by interning at the Woods Hole Film Festival, the longest running independent film festival on Cape Cod and the Islands. Become a part of the energetic and creative community located in the heart of a village world renowned for ocean science; enjoy the beautiful area and amazing beaches, meet independent filmmakers who come from around the world, and enjoy the great music, workshops, panel discussions and other Festival events as an intern for the Woods Hole Film Festival, designated as one of the Top 100 Festivals by MovieMaker Magazine and Film Freeway!

The Woods Hole Film Festival, Inc., is a non-profit organization now in its 28<sup>th</sup> year. The Woods Hole Film Festival is an eight-day showcase of independent film featuring daily screenings, workshops, panel discussions, special events, parties, awards ceremony and more. Our programs and events are designed for filmmakers and non-filmmakers alike – anyone who is interested in the moving image.

Available Internships: For-credit for college students. College students (not-for-credit) and recent college graduates seeking to acquire hands-on experience in festival management.

***The 28<sup>th</sup> Woods Hole Film Festival*** will be held from Saturday, July 27<sup>th</sup> – Saturday, August 3, 2019.

**DESCRIPTION:** WHFF for-credit internships are open to students enrolled in a college/university interested in learning about film, filmmaking, event organization and management, communications, marketing, technical behind-the-scenes event management or pursuing a career in visual storytelling. Preference will be given to students with relevant coursework or prior experience. Applicants should be dependable, committed fast learners who are able to see projects through to completion. Interns should also be organized and able to work in a fast-paced environment and accomplish tasks in a timely manner.

**DURATION:** Full internships begin May 20, 2019 and run through August 9, 2019. In certain instances, a partial internship may be considered.

**REQUIREMENTS:** An applicant seeking college credit must be enrolled in a college/university and should be at least 21 years of age. The applicant must have a personal laptop computer and cell phone available for use by the intern during the duration of internship, as well as transportation and housing. Documentation and communication from college or university deeming a student eligible for credit must be submitted with application and completed prior to internship start date. Interns receiving credit must complete the required hours specified, but not limited to both their respective college/university and the Woods Hole Film Festival.

### **Available Internships:**

#### **Operations Interns:**

Assist the Operations Director and learn about all aspects of festival logistics including, but not limited to, the following:

- Box Office Management: On site and remote
- Merchandise Coordination
- Volunteer Management
- Festival Office Administration



- Filmmaker Relations
- Special Event Planning and coordination
- Donation coordination
- Communications, Public Relations and Marketing

**PREFERRED KNOWLEDGE:** Applicants should be proficient with programs such as Excel, and Word and able to learn additional database platforms such as Airtable, film submission services and ticketing systems. Experience with imaging, Photoshop and InDesign is a plus. Interns **MUST** have their own working computer to bring to the internship — no exceptions.

**DESIRABLE SKILLS:** Please note in your cover letter any experience in the following: office management, theaters, film festivals or any event related work. Please also detail any specific writing and communication skills, experience working with the public and customer service skills and event organization.

### **Technical Intern:**

Assist Technical Director in all aspects of the technical operations, media management (print traffic) and production work of the 2019 Woods Hole Film Festival.

Responsibilities include but are not limited to the following:

- Receive, log, and test incoming film media
- Log received film media and downloads into database
- Copy/download to venue hard drives and check for playback issues
- Shoot and edit Festival promo pieces and other online and on-screen content
- Assist with equipment inventory and test equipment before festival
- Set up venues for screenings, panels, and other festival events
- Operate camera, computer, and audio gear during events
- Make sure projectionists have all media and deliver any updates
- Break down screening venues at conclusion of festival
- Organize gear for storage until next festival
- Assist with the return of media to filmmakers (via USPS/UPS/FedEx) and log shipping details.

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**PREFERRED KNOWLEDGE:**

Knowledge of Final Cut Pro X, or quick learner

Familiarity with Excel and simple databases. We use Airtable ([www.airtable.com](http://www.airtable.com))

Familiarity with cameras, PA systems, mixing boards, wireless microphones, etc.

Good communications skills

**DATES AND HOURS:** Full internships begin anywhere from mid-May to the first of June. Hours are 20-40/week (weekly hours increase closer to festival). Festival internships typically run 9 am to 5 pm Monday through Friday and some weekend hours during festival preparation weeks. Shortly before and during the



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FILM FESTIVAL**

festival, hours will vary and daily schedules will change based on festival needs. All interns must be available through the Friday after the festival, August 9.

**LOCATION:** The festival is located in the beautiful seaside village of Woods Hole, Massachusetts. We do not provide housing, however our interns often prefer to use the WHOI Community Housing Boards as many students come to the area for marine and scientific studies for the summer. Finding summer housing can be a challenge in Woods Hole and Falmouth so be sure to start this process as early as possible. Our Festival community can direct you to potential housing options as they become available and as we are made known of them.

**TO APPLY:** Please send your resume, unofficial transcript and a cover letter explaining your interest in the Festival internship program to Lillian Kazanis at [lillian@woodsholefilmfestival.org](mailto:lillian@woodsholefilmfestival.org).

Please submit your application by April 30th, 2019. Interviews will be conducted upon availability in Woods Hole for those who can join us. For those who cannot make the trip, we will arrange a live feed interview at a time that is mutually convenient. Individuals will be notified no later than two weeks of their interview whether they will be offered an internship for the 2019 season.