

# CINEMA ST. LOUIS

**TITLE: Community Engagement Intern**

**REPORTS TO: CSL Management Team**

**STATUS: Volunteer**

**DATE WRITTEN: August 2024**

*This volunteer position is excellent for high school or university students' school credit.*

*This is not a paid position but interns do receive free movie tickets and discounted concessions at the Hi-Pointe Theatre.*

## **JOB SUMMARY:**

Cinema St. Louis is looking for an enthusiastic and dedicated Community Engagement Intern to support our efforts in building and maintaining relationships with community partners. This internship provides a unique opportunity to gain hands-on experience in community outreach, event planning, and partnership development within the film and entertainment industry. The intern will assist in researching potential event partners for Cinema St. Louis, the St. Louis International Film Festival, and Hi-Pointe Theatre events.

## **GENERAL RESPONSIBILITIES:**

- ★ Research and Identification:
  - Research to identify potential community partners, sponsors, and collaborators for events hosted or promoted by Cinema St. Louis and Hi-Pointe Theatre.
  - Compile and maintain a database of potential and existing partners, including contact information and partnership history.
- ★ Outreach and Communication:
  - Assist in developing and executing outreach strategies to engage potential partners.
  - Draft and send outreach communications to potential partners, including emails, letters, and proposals.
  - Follow up with potential partners to secure meetings and discussions about collaboration opportunities.
- ★ Event Planning and Coordination:
  - Support the planning and coordination of events by identifying and securing community partners.
  - Assist in the development of partnership packages and presentations for potential collaborators.
  - Attend and help manage events to ensure successful partnership execution and engagement.
- ★ Relationship Management:
  - Help maintain and strengthen relationships with existing partners through regular communication and engagement.
  - To ensure their active participation, provide partners with event updates, promotional materials, and other relevant information.

## **JOB SPECIFICATIONS:**

- ★ Currently enrolled in or recently graduated from a college/university program in marketing, communications, public relations, event planning, or a related field.
- ★ Strong research and analytical skills.
- ★ Excellent written and verbal communication skills.
- ★ Ability to build and maintain relationships with diverse community partners.
- ★ Highly organized, detail-oriented, and able to manage multiple tasks simultaneously.
- ★ Self-motivated and able to work independently as well as part of a team.
- ★ Passion for film and the entertainment industry is highly desirable.

*The above statements describe the general level of work assigned to this job. This is not an exhaustive list of all responsibilities, duties, or skills required of staff. Management reserves the right to assign or reassign duties and responsibilities at any time.*