

CINEMA ST. LOUIS

TITLE: SLIFF Intern

REPORTS TO: CSL Management Team

STATUS: Volunteer

DATE WRITTEN: August 2024

Perks -

Free movie tickets and discounted concessions at the Hi-Pointe Theatre.

Hands-on experience in one of the largest film festivals in the Midwest.

Opportunity to build connections with filmmakers, industry professionals, and community leaders.

JOB SUMMARY:

Cinema St. Louis is looking for an enthusiastic and dedicated Intern to support our efforts with the 2024 St. Louis International Film Festival (SLIFF). Interns will be tasked with festival planning, preparation, and outreach efforts, including but not limited to support for volunteers, filmmakers, sponsors, members, and staff.

GENERAL RESPONSIBILITIES:

- ★ Assist in festival planning, including logistics, scheduling, and event coordination.
- ★ Support communication and coordination efforts with volunteers, filmmakers, sponsors, and members.
- ★ Help manage festival outreach, including promotional efforts and community engagement.
- ★ Provide administrative support to the Cinema St. Louis staff, including data entry, answering inquiries, and preparing materials.
- ★ Assist with on-site events, ensuring smooth operations and providing a welcoming experience for attendees.
- ★ Other duties as assigned by the CSL Management Team to support the festival's success.

JOB SPECIFICATIONS:

- ★ Enthusiasm for film and the arts, with an interest in event planning or non-profit work.
- ★ Strong communication skills, both written and verbal.
- ★ Ability to work well in a fast-paced, collaborative environment.
- ★ Detail-oriented with strong organizational skills.
- ★ Proficiency in basic office software (e.g., Microsoft Office, Google Workspace) is a plus.
- ★ Availability to work flexible hours, particularly in the weeks leading up to and during the festival and between Nov. 7-17, 2024.

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.