

MIAMI INTERNATIONAL FILM FESTIVAL
A Miami Dade College Cultural Experience



2008-2009 Internship Program

The Miami International Film Festival is proud to offer our 2008-2009 Internship Programs - a platform for students to gain insight, experience, knowledge and skills in the operation of an international film festival.

About the Miami International Film Festival

The Miami International Film Festival (MIFF) is the gateway for international and Ibero-American film. Celebrating its 26th year in 2009, MIFF plays a leading role in maintaining and further enriching film culture in South Florida. Miami's unique geographical and cultural position has made MIFF a premiere venue for showcasing film and fostering film business throughout the year. Cash awards are given in four competition categories: World Features, Ibero-American Features, World & Ibero-American Documentaries, and short films. Knight Grand Jury prizes of \$25,000 are awarded in dramatic World and Ibero competitions.

Internship Overview

The Miami International Film Festival (MIFF) is the center of the film and entertainment industry in Miami. The MIFF internship provides students with an opportunity to gain in one or more areas of the festival.

Areas of participation include filmmaker services, hospitality and special events, volunteer management, REEL Seminars/industry office, education through film, ticketing, theater operations, business affairs, marketing, outreach, communications and information technology, press operations, membership and even the director's office.

All these positions require a high level of responsibility and are supervised to facilitate learning as well as build the resume of our interns.

The multitude of available MIFF areas will provide students with the opportunity to experience various work settings and differences in work styles, making the Miff internship an ideal way to determine if this industry and profession is a viable career path for them. Miami is a gateway for international and Ibero-American film; due to this participants in a MIFF internship are provided a unique understanding of Miami's multi-cultural environment.

MIFF Internship Opportunities

The Festival offers internships in ten MIFF departments. It is the Festival's goal to establish a regular flow of students through the continuous enrollment of interns.

- Florida Focus
- Hospitality and Special Events
- Volunteer Management
- REEL Seminars/Film Industry Office
- Education & Student Screenings
- Ticketing, Theater Operations & Business Affairs
- Marketing, Outreach and Communications
- Press Operations
- Membership (Miami Film Society)
- Film Festival Director's Office

Internships are unpaid.

Advantages of a MIFF Internship

The Miami International Film Festival is claiming its rightful place among the finest film festivals in the world. MIFF is the only major film festival hosted by an institution of higher education, and its unique vantage point offers students a one-of-a-kind experience. A MIFF internship brings a significant edge to students/individuals seeking career advancement. Employers look for persons with work experience and knowledge of the film and/or event planning industries. Furthermore, successful completion of a MIFF internship will help develop characteristics highly valued by companies and organizations in the real business world.

Term of Internship

The MIFF internship is a temporary assignment that lasts approximately 12-16 weeks during a specific year (one semester). Internships occurring during a given academic year typically require a minimum commitment of 20 hours per week. However, the hours and length of the internship can be adjusted depending on the needs of the department and the availability of the student.

2008-2009 Internship terms are as follows:

FALL SEMESTER	September 1, 2008 – December 1, 2008
SPRING SEMESTER	January 26, 2009 – April 10, 2009**
SUMMER	Dates Flexible

**Some Spring internships require a start date as early as January 5. MIFF can accommodate this.

Upon completion of a MIFF internship, the intern will be asked to complete an internship program evaluation form. In addition, the manager in charge of the department in which the internship was completed will also complete an intern appraisal form.

All internships will take place at the Miami International Film Festival offices, located on the Wolfson Campus of Miami Dade College, 25 N.E. Second Avenue, Rooms 5501-5518.

Applying for an Internship

To apply for a Miami International Film Festival internship, submit your resume to Anabel Fariñas at anabel@miamifilmfestival.com, along with a cover letter explaining your credentials and why you would be a good candidate for the internship. Please list 3-5 references on your résumé with appropriate phone contact information.

For more information on the Miami International Film Festival Internship Program, please visit the MIFF website at www.miamifilmfestival.com, or contact Anabel Fariñas at 305-237-7656 or via anabel@miamifilmfestival.com.

FLORIDA FOCUS

This internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the field of film and entertainment with focus on the Florida Films and Filmmakers.

Responsibilities

Reports to Various MIFF department heads

- Assist various MIFF departments in developing Florida Focus components
- Research films for possible inclusion in the Florida Focus series
- Research local industry professionals for possible inclusion on REEL panels
- Assist in development of marketing pieces to announce Florida Focus components, including competitions (Social Shorts, Community Shorts)
- Develop contacts list for dissemination of marketing pieces
- Disseminate marketing pieces, follow up as needed
- Assist Filmmaker Services in processing of shorts competition films (collection and categorizations, forwarding to screeners with assessment forms, collection back and tallying of reviews)
- Solicit prizes for competitions
- Assist in venue set-up for Florida Focus events
- Assist with general administrative support

Qualifications

- Detail-oriented, able to take instruction and take initiative
- Professional demeanor
- Outgoing and friendly personality
- Good writing and telephone skills essential
- Must be able to express himself/herself clearly, thoroughly and politely
- Must be flexible
- Great organization skills and high attention to detail
- Ability to multi-task and exhibit consistent follow-through and can work under time constraints
- Proficiency and knowledge of Microsoft Office
- Experience with FileMaker Pro a plus
- Fluency in English required
- Knowledge of languages other than English is a plus

Benefits

- Great introduction and experience in film research, cultivation and relationship
- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class credit (if applicable)
- Resume builder

HOSPITALITY AND SPECIAL EVENTS

This Guest Services internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the fields of Hospitality Services, Guest Services, Travel, Customer Service and Special Events coordinating.

Responsibilities

Reports to the Sr. Guest Services Coordinator, the Sr. Events Coordinator and to the Assistant Director for Production

- Assist the Sr. Events Coordinator with researching events locations
- Assist the Sr. Events Coordinator with production of parties and events
- Update and the Festival's database (FileMaker Pro) guest information
- Assist the Guest Service Coordinator with transportation, travel and hotel work
- Assist during the Festival at the Guest Relations Suite

Qualifications

- Detail-oriented, able to take instruction and take initiative
- Professional demeanor
- Outgoing and friendly personality
- Good writing and telephone skills essential
- Must be able to express himself/herself clearly, thoroughly and politely
- Must be flexible
- Great organization skills and high attention to detail
- Ability to multi-task and exhibit consistent follow-through and can work under time constraints
- Proficiency and knowledge of Microsoft Office
- Experience with FileMaker Pro a plus
- Fluency in English required
- Knowledge of languages other than English is a plus

Benefits

- Great introduction and experience in Hospitality Services, Guest Services and Customer Service in addition to exposure to aspects of the film industry
- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class credit (if applicable)
- Resume builder

VOLUNTEER MANAGEMENT

This Volunteer Management internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the fields of Volunteer Management.

Responsibilities

Reports to the Volunteer Coordinator and Assistant Director for Production

- Update and expand the Festival's volunteer existing database
- Assist with research of potential new ways to attract volunteers
- Assist with volunteer orientations
- Assist with special volunteers events
- Assist during the Festival the Volunteer Coordinator

Qualifications

- Detail-oriented, able to take instruction and take initiative
- Professional demeanor
- Outgoing and friendly personality
- Good writing and telephone skills essential
- Must be able to express himself/herself clearly, thoroughly and politely
- Must be flexible
- Great organization skills and high attention to detail
- Ability to multi-task and exhibit consistent follow-through and can work under time constraints
- Proficiency and knowledge of Microsoft Office
- Fluency in English required
- Knowledge of languages other than English is a plus

Benefits

- Great introduction and experience in Volunteer Management in addition to exposure to aspects of the film industry
- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class credit (if applicable)
- Resume builder

REEL SEMINARS AND FILM INDUSTRY OFFICE

This REEL Seminars and Film Industry Office internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in various fields within the Film Production, Film Marketing, and Film Distribution industries, as well as event planning and coordination.

Responsibilities

Reports to the REEL Seminars Coordinator and Industry Coordinator

- Assist Reel Seminars Coordinator in all programming and administrative aspects related to the REEL Education Seminar Series
 - Conduct seminar topic research
 - Draft copy for REEL Seminar publications, including Seminar topic summaries and panelist biographies
 - Conduct research to identify local industry professionals for participation on panels
 - Closely work with Festival, UM and MDC staff/committee
 - Assist with assembly of REEL Seminar panelist welcome packages (letters, badges, tickets, etc.)
 - Assist with the venue logistics and preparation
 - Work with seminar panelists to coordinate seminar-specific information handouts
 - Work with seminar panelists to coordinate audio visual needs
 - Update database with all information
 - Assist with volunteer management
 - And other duties as assigned
- Assist Industry Coordinator in all logistical and administrative aspects related to the MIFF Industry Office & Encuentros Program
 - Conduct research on key industry guests and/or projects
 - Assist in creation of Industry Guide
 - Assist in processing of Film Industry Credential applications
 - Welcome/greet visiting industry guests
 - And other duties as assigned

Qualifications

- Ability to research effectively
- High attention to detail
- Excellent organizational skills and ability to multi-task
- Resourceful and inclined to take initiative
- Excellent communication skills, written and verbal
- Professional demeanor
- Experience in event organization and production
- Computer skills, including Microsoft Word, Excel, and databases
- Fluency in English required
- Access to vehicle preferred

Benefits

- Great introduction and experience in the Film Production, Film Marketing, and Film Distribution industries
- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class credit (if applicable)
- Resume builder

EDUCATION AND STUDENT SCREENINGS

This Education Through Film internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the fields of Film Festival operations, Social Impact Media, Activism and film presentation.

Responsibilities

Reports to the Sr. Education Coordinator

- Research social issues relating to selected World Outreach World Film programs and local community organizations
- Research possible panel participants for Education screenings/programs
- Assist in soliciting moderators and panelists as well as securing locations and alternate venues
- Research films appropriate for student screenings and possible ancillary activities
- Assist in communication between Education department and collaborators (e.g. Miami Dade Public Schools, Coalition for the Homeless, FIU Latin American and Caribbean Center)
- Help develop discussion guides for World Outreach World Film screenings and panels
- Coordinate logistics for World Outreach World Film and student programs, including venue set-up, signage, audio/visual needs, volunteer recruitment and management, etc.
- Coordinate transportation of students and guests as well venue logistics, Miami Dade Public Schools requirements and event coordination
- Coordinate hospitality for Festival guests participating in World Outreach World Film and student programs (welcome packages, badges, tickets, etc.)

Qualifications

- Community-minded and interested in addressing social issues
- Able to take initiative and be a leader when needed
- Experience in event coordination
- Excellent writing and verbal communications skills essential
- Excellent research skills
- Good phone personality
- Professional demeanor; outgoing and friendly personality
- Great organization skills with attention to details and reporting/taking notes
- Ability to multi-task and exhibit consistent follow-through and can work under time constraints
- Proficient knowledge of Microsoft Office
- Experience with databases preferred; experience with FileMaker Pro a plus
- Access to vehicle preferred
- Fluency in English required
- Knowledge of languages other than English a plus

Benefits

- Great introduction and experience in Social Impact Media and community relations in addition to exposure to aspects of the film industry

- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class credit (if applicable)
- Resume builder

TICKETING, THEATER OPERATIONS AND BUSINESS AFFAIRS

This Business and Information Technology Analyst internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the fields of Data Analysis, Ticketing Operations, Theater Operations, Systems Design, and Systems Training.

Responsibilities

Reports to the Assistant Director for Operations

- Design and implement database training for staff
- Create and maintain MIFF FileMaker Pro Database manual
- Incorporate new modules of FileMaker Pro application
- Analyze past MIFF ticket sales, identify trends, and recommend best-practice ticket operations
- Assist in organizing roll-call boxes and other ticketing and theater operation duties as needed.
- Assist in communication between theater managers, Director of Operations and ticketing office
- Other duties as assigned

Qualifications

- Strong analytic skills
- Math skills
- Ability to meet deadlines
- Excellent written communication skills
- Excellent, methodical organizational skills
- Experience and/or classwork in Information Systems Design and Database Design
- Experience and/or classwork in Data Analysis
- Proficiency in Microsoft Excel and PowerPoint
- Fluency in English required

Benefits

- Great introduction and experience in Data Analysis, Ticketing Operations, Systems Design, and Systems Training in addition to exposure to aspects of the film industry
- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class credit (if applicable)
- Resume builder

.MARKETING, OUTREACH AND COMMUNICATIONS

This internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the field of marketing, public relations and communications.

Responsibilities

Reports to the Assistant Director for Marketing & Communications and to the Sr. Outreach Coordinator

- Researches and indexes marketing data, archives, and photographs
- Collects marketing materials samples for creative brainstorming
- Researches marketing ideas and summarizes importance
- Researches and bookmarks useful websites summarizes importance
- Assists with trafficking advertisements
- Assists with execution and completion of printed materials
- Assists with general administrative support
- Assist with special events including evening screenings, sneak previews, receptions, and others
- Update and expand our existing database
- Assist with research and tracking potential outreach partners
- Assist in generating and sending e-Blasts to MIFF subscribers and Outreach database
- Distribute flyers, postcards, posters, and catalogues
- Assist with special events including evening screenings, sneak previews, receptions, and others
- Assist with updating and expanding the Festival Distribution List

Qualifications

- Detail-oriented, able to take instruction and take initiative
- Professional demeanor
- Outgoing and friendly personality
- Excellent writing and communications skills essential
- Must be able to express himself/herself clearly, thoroughly and politely
- Must be flexible
- Great organization skills and high attention to detail
- Ability to multi-task and exhibit consistent follow-through and can work under time constraints
- Proficiency knowledge of Microsoft Office for PCs and InDesign for Macs
- Experience with FileMaker Pro a plus
- Access to vehicle preferred
- Fluency in English required
- Knowledge of languages other than English a plus

Benefits

- Great introduction and experience in marketing and communications, cultivation and relationship management, some aspects of marketing and the film industry

- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class credit (if applicable)
- Resume builder

PRESS OPERATIONS

This internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the fields of media and communications, press, and public relations.

Responsibilities

Reports to the Press Operations Coordinators

- Researches guests, assists in archiving and crediting photographs and collection biographical data
- Assist with updating and expanding existing database of press contacts
- Assist with building press reference and archival material
- Assist with building press clippings and index
- Asst in general administration support
- Assist with special events including evening screenings, sneak previews, receptions, and others

Qualifications

- Detail-oriented, able to take instruction and take initiative
- Professional demeanor
- Outgoing and friendly personality
- Excellent writing and communications skills essential
- Must be able to express himself/herself clearly, thoroughly and politely
- Must be flexible
- Great organization skills and high attention to detail
- Ability to multi-task and exhibit consistent follow-through and can work under time constraints
- Proficiency knowledge of Microsoft Office
- Experience with FileMaker Pro a plus
- Access to vehicle preferred
- Fluency in English required
- Knowledge of languages other than English is a plus

Benefits

- Great introduction and experience in film research, cultivation and relationship
- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class credit (if applicable)
- Resume builder

MEMBERSHIP (MIAMI FILM SOCIETY)

This internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the field of public relations, hospitality, and management.

Responsibilities

Reports to the Membership Manager

- Assist with the maintenance and updating of the membership database
- Assist with contacting members on a regular basis
- Serve as Concierge and Public Relations Representative to members of the Miami Film Society
- Build and maintain positive relationships with members
- Assist with film screenings and other year-round programming
- Assist with special events including evening screenings, sneak previews, receptions, and others
- Assist with the preparation of mailings and other administrative support
- Assist in the preparation of the “How to Festival” packets
- Assist with the preparation of member badges
- Prepare and maintain member files
- Visit Festival venues (during the Festival)
- Compile information as related to the preparation of the Membership Wrap Report

Qualifications

- Detail-oriented, able to take instruction and take initiative
- Professional demeanor
- Outgoing friendly personality
- Excellent writing and communications skills essential
- Must be able to express himself/herself clearly, thoroughly and politely
- Must be flexible
- Great organization skills and high attention to detail
- Ability to multi-task and exhibit consistent follow-through and can work under time constraints
- Proficiency knowledge of Microsoft Office
- Experience with FileMaker Pro a plus
- Access to vehicle preferred
- Fluency in English required
- Knowledge of languages other than English is a plus

Benefits

- Great introduction and experience in dealing with the general public, cultivation and relationship management in addition to exposure to some aspects of public relations
- Great opportunity to learn about what happens behind the scenes of an international film festival and film societies
- Class credit (if applicable)
- Resume builder

CORPORATE RELATIONS

This internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge, and skills in the field of corporate relations, sponsorship sales and development.

Responsibilities

Reports to the Sponsorship and Partnership Manager

- Research potential sponsors, present business focus, new products, and branding strategies
- Create contact database for potential sponsors
- Assist with contacts, proposals, and information as requested by the Sponsorship/Partnership Manager
- Work with Sponsorship/Partnership Manager on cross-development ideas such as cultivating present members to be sponsors/"Angels"/ donors
- Assist with correspondence, proposals, follow up as sponsors are proposed and confirmed
- Track materials submitted by sponsors maintaining deadlines provided by MIFF and MDC Marketing Departments, including logos, ad artwork, and sponsor profiles
- Work with staff on requirements for sponsorship fulfillment such as tracking charts, follow up, key dates, ticketing, etc.
- Assist team to liaise with assigned group of sponsors at screenings and events during the Festival
- Assist Sponsorship /Partnership Manager with preparation and delivery of the "TLC" packages
- Other related duties as assigned.

Qualifications

- Detail-oriented, able to take instruction and take initiative
- Professional demeanor
- Outgoing and friendly personality
- Excellent writing and communications skills essential
- Must be able to express himself/herself clearly, thoroughly and politely
- Must be flexible
- Great organization skills and high attention to detail
- Ability to multi-task and exhibit consistent follow-through and can work under time constraints
- Proficiency knowledge of Microsoft Office
- Experience with FileMaker Pro a plus
- Access to vehicle preferred
- Fluency in English required
- Knowledge of languages other than English is a plus

Benefits

- Great introduction and experience in film research, cultivation and relationship

- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class credit (if applicable)
- Resume builder

FILM FESTIVAL DIRECTOR'S ASSISTANT

This Education Through Film internship is designed to provide the successful candidate with an opportunity to gain experience, knowledge and skills in the fields of Film Festival operations, Programming logistics and the film industry.

Responsibilities

Reports to the Director's assistant and to Cutting the Edge Coordinator

- Assist in logistical festival planning and problem solving
- Assist in communication between director and staff as well as director, festival guests and collaborators
- Research alternative venue(s) and media for Cutting the Edge section
- Coordinate logistics for Cutting the Edge program, including venue set-up, signage, audio/visual needs, volunteer recruitment and management, etc.
- Coordinate logistics for other Film programs as needed, including venue set-up, signage, audio/visual needs, volunteer recruitment and management, etc.
- Coordinate hospitality for VIP's and Festival guests as needed (welcome packages, badges, tickets, etc.)

Qualifications

- Knowledge of film community
- Knowledge of art world or art history background/ methodic research skills
- Ability to multi-task and exhibit consistent follow-through and can work under time constraints
- Experience in event coordination
- Excellent writing and verbal communications skills essential
- Able to follow instruction and to take initiative when needed
- Professional demeanor; outgoing and friendly personality
- Great organization skills and attention to details
- Proficient knowledge of Microsoft Office
- Experience with databases preferred; experience with FileMaker Pro a plus
- Access to vehicle preferred
- Fluency in English required
- Knowledge of languages other than English a plus
- Previous film festival experience preferred

Benefits

- Great introduction and experience to programming, hospitality and community and industry relations in addition to exposure to other aspects of the film industry
- Great introduction and experience to the art world and alternative media field
- Great opportunity to learn about what happens behind the scenes of an international film festival
- Class credit (if applicable)
- Resume builder