

### Sponsorship and Marketing Intern

The California Film Institute is seeking interns to provide administrative and event assistance to the Development department in the run up to and during the 32<sup>nd</sup> annual Mill Valley Film Festival. The schedule is flexible, however we request that interns be available to devote a minimum of 8-12 hours a week, Monday through Friday. Ideally, candidates will devote more time during the Festival.

The Development Department manages numerous relationships with high level sponsors, individuals and in kind partners. Many of the activities include marketing, promotion, hospitality and event functions.

This internship is an excellent opportunity for a hard-working and motivated individual to gain valuable experience assisting with key accounts at one of the foremost Film Festivals in the country. Individuals will get a hands-on understanding of nonprofit organizations.

Primary duties will include:

- Updating and expanding our existing sponsorship and donor databases
- Assisting in researching potential funding sources, including foundations, individuals and corporations, tracking deadlines
- Interfacing with sponsors and donors, requiring a professional demeanor
- Assisting with planning and production of CFI on-site fundraising, cultivation and hospitality events
- Supporting the collecting and tracking sponsors' recognition for print, events, tickets, electronic and product placement
- Providing General administrative support to the Development Department: filing, faxing, copying, assist with mailings, sending emails, researching contact names/numbers and general correspondence
- Additional duties as assigned

Qualifications:

- Detail-oriented, able to take instruction, take initiative and work with minimal supervision
- Professional demeanor. The intern represents the California Film Institute when speaking with sponsors and donors
- Ability to multitask, exhibit consistent follow-through and can work under time constraints
- Must be highly organized and detail oriented with attention to accuracy
- Familiarity with Marin County/Bay Area businesses and geography a plus, but not essential
- Must be able to work some evenings
- Proficiency in Mac OS, knowledge of and experience with Microsoft Office and Filemaker Pro a plus.

This job will require working in our San Rafael offices.

Compensation:

This is unpaid internship, however course credit may be available. Interns receive a CFI Associate Membership (with year-round benefits at the Rafael Film Center) and complimentary tickets to the Festival.

Benefits:

- Great introduction and experience in sponsor research, cultivation and relationship management, in addition to exposure to aspects of marketing
- Complimentary CFI Associate Membership (with year-round benefits at the Rafael Film Center)
- Complimentary tickets to the Festival

- Interns are able and encouraged to attend CFI preview screenings and CFI/MVFF events that they are working on
- Excellent resume builder
- Unpaid, however course credit may be available

How to apply:

Please send a cover letter and resume to Elizabeth Duran at [EDuran@cafilm.org](mailto:EDuran@cafilm.org).

For information on additional internship positions in Programming, Marketing and Education, please visit [www.cafilm.org](http://www.cafilm.org)