

**California Film Institute/Mill Valley Film Festival
2010 Online Project Coordinator**

Specific Duties:

Full Time-August 17-October 23

(10 Weeks at full time, 40 hours+)

- Assist with launch of full festival Web site.
- In conjunction with festival programming team and publications department finalize copy and graphics for festival Web site.
- Finalize language on all MVFF Web pages and ensure consistency and focus throughout.
- Update all other language on CFI website for consistency and clarity.
- Create and implement an e-mail campaign for Festival announcements, ticket schedule, and update. Write, edit and distribute this campaign.
 - In addition, create a daily campaign during Festival for web/online updates.
- Oversee of MVFF IMDB Web interface and IMDB Web campaign.
- Create and maintain MVFF Web presence on search engines, Twitter, Facebook, etc, and expand CFI and MVFF Web and online presence.
- Other duties as assigned as time permits.

Applicants must have some related experience and knowledge of DreamWeaver and HTML.

For more information about the California Film Institute, please visit www.cafilm.org. For questions, or to apply (with cover letter and resume), please e-mail marketing@cafilm.org.

Thank you for your interest. We look forward to hearing from you!

California Film Institute offices are located at 1001 Lootens Place, San Rafael
Mill Valley Film Festival Venues: Smith Rafael Film Center; San Rafael; Cinemark Sequoia, Mill Valley; 142 Throckmorton, Mill Valley