

Marketing Distribution Intern

In this position, you will take the lead in managing the Bay Area-wide distribution of the 2009 Mill Valley Film Festival schedules and posters. This will involve working with the Volunteer Coordinator to set up a reliable team of volunteers to take stacks of MVFF schedules to a wide variety of venues throughout Marin County (main concentration), San Francisco, and the East Bay, and to ensure that deliveries are made on time and quantities replenished when necessary.

Other opportunities to participate in MVFF PR and Marketing projects may also be possible once the schedule distribution is underway.

Skills

We need flexible, energetic, detail-oriented team players with excellent people, organizational and leadership abilities. Macintosh experience is helpful, especially in FileMaker Pro, Microsoft Word and Excel. Excellent communication skills and a positive, "can-do" attitude are also essential.

Hours

Minimum of 6-8 hours daily, Monday-Friday and/or possibly some weekends, starting in mid August through to October 18. Flexible hours may also be available.

Benefits

This is not a paid position. Interns receive complimentary tickets and passes to MVFF events. This is an ideal opportunity to gain valuable hands-on project management, marketing and publicity experience. Interns also can attend press and preview screenings, and will have terrific exposure to the workings of a top-ranked film festival. College credit may also be available.

How to Apply

Please e-mail your resume and a cover letter to: mdixon@cafilm.org.