

## **Publicity Intern**

In this position, you will work under the supervision of the Marketing & Communications Manager, and directly with our outside public relations firm and media representatives to ensure that all requests for DVD/screener and press materials for films in the Mill Valley Film Festival are fulfilled in a timely manner.

### **Responsibilities**

Maintaining publicity files, including copying and filing articles, correspondence and information related to films and press; maintaining press video library including labeling, logging DVDs and checking them in and out per press requests; working as liaison with outside PR agency to fulfill press requests for film screeners; telephoning press to establish and maintain contact and follow up on checked out screeners/videos; entering data (mailing lists, updates) into computer; preparing and mailing press releases and press kits as needed; labeling and filing publicity materials; preparing press clippings; plus related miscellaneous projects.

Other opportunities to participate in MVFF PR and Marketing projects may also be possible.

### **Skills**

We need friendly, flexible, energetic, detail-oriented team players with excellent organizational skills. Macintosh experience is helpful, especially in FileMaker Pro, Microsoft Word and Excel. Good writing and telephone skills, as well as the ability to react quickly to press requests and work well under deadline pressure essential.

### **Hours**

Minimum of 6-8 hours per day, Monday-Friday, starting in mid August through to October 18. Some weekends may be required; flexible hours may be 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 publicity experience, attend press and preview screenings, and 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](mailto:mdixon@cafilm.org).