

## **Window Display Contest Intern**

In this position, you will be the project manager for our special Mill Valley Film Festival Window Display Contest, which takes place in both downtown Mill Valley and San Rafael prior to and during the Festival. This will entail working with stores in both towns to coordinate the contest, coordinating all required paperwork and judging, ensuring that photos are taken of every contestant's window, being available to answer questions and provide MVFF materials, and ensuring that winners receive their prizes.

### **Skills**

We need friendly, flexible, energetic, detail-oriented team players with excellent people, organizational skills 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 hours, Monday-Friday and/or possibly some weekends, starting on mid-august through to October 18.

### **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](mailto:mdixon@cafilm.org).