



2016 Internship Programme Application Form

Application Deadline 17 January 2016

NZIFF 2016 Dates: Auckland 14 — 31 July; Wellington 22 July — 7 August; Christchurch: 28 July — 14 August;
Dunedin: 4 — 21 August; Travelling Festival: August — September

1. Name

2. E-mail Address

3. Skype ID

4. Phone

5. Country of residence

6. If not New Zealand, would you come specifically for NZIFF Internship? Yes No

7. Availability

8. Preferred city of placement: Auckland Wellington

9. Why would you like to be an intern with NZIFF?

10. What are you hoping to gain from workplace experience at NZIFF?

11. Are you interested in Publicity or Audience Development focused internship?

NB Our interns will be involved in both areas, but it is helpful to know your interest.

12. Please attach your current CV and any other relevant information in support of your application and e-mail along with the completed application form to lisa@nziff.co.nz .

Background

NZIFF offers a handful of unpaid work-experience placements every year in our Wellington and Auckland offices. This small intern programme evolved at NZIFF in response to requests from overseas students who were seeking to shape volunteer experience with us into a formal three-month appointment that would fulfil university course requirements. The European tertiary institutions attended by our first interns recognised NZIFF as an appropriate deliverer of curriculum requirements.

Three years ago we opened the programme to New Zealanders who'd seen the model as an opportunity to obtain valuable, recognised workplace experience and a valuable CV item. The office hours required for course credits overseas have not always been applied so stringently to the New Zealand interns and we are able to arrange some flexibility around other commitments. The long term nature of the placement is however integral to providing a close-up overview of how NZIFF is brought together every year. (We regret we do not have the staff resources to train multiple interns into shorter term placements.)

Interns carry out nice-to-have services at NZIFF but are not essential to the operation of NZIFF, and are not expected in any way to stand in for or supplant paid staff or contract appointments. In Wellington interns can expect to assist with external communications, expanding our outreach programmes to local community organisations. This can involve research, establishing contacts and developing targeted information and marketing material. Interns also assist in such routine tasks as schedule and website content checking, for example, gaining insight into key areas of our operation in the process.

Interns are often able to attend selection screenings. They participate in department planning meetings and full staff meetings and briefings throughout the period. The Wellington office is a small, busy and crowded one and provides privy to every aspect of running an event in a way that placement at a more lavishly resourced event might not. Placement in the Auckland office provides an immersion in the logistics of event delivery. All interns receive full staff privileges.

NZIFF staff and contractors provide ongoing support for the interns: the training and supervision of interns is included in their job descriptions. This may add to staff workloads on occasions, but the sharing of skills and experience (and the obligation to be setting a good example) are seen as entirely positive elements in our office culture by all concerned.

Over nine years NZIFF and its interns (one, most years, and never more than three) have benefited greatly from this programme. Interns of diverse dispositions and nationalities have added considerable value to the work we do. Many have stayed in touch and have subsequently found full time work, here and abroad, in exhibition, sales, distribution, publicity, event management and at NZIFF.

Key Information

1. An internship at NZIFF is an unpaid position. A small per diem payment is provided to interns who are otherwise not normally living in Wellington or Auckland. To conform to taxation requirements regarding per diems we can only provide this payment to interns who have travelled to Wellington or Auckland specifically for the internship.
2. The Wellington intern positions run from mid-May to late August. The Auckland intern position runs from mid-May until the end of July. (NZIFF starts in July and runs until mid-August for the two main centres Auckland and Wellington.) Due to budget constraints we are not able to provide per diems for a longer time frame than stated.
3. We are happy to consider applicants who may require time out of the regular working week to attend classes or accommodate part-time employment.

4. No travel expenses are provided for relocating to Wellington or Auckland.
5. Interns variously assist with a number of tasks both in the office and during the event. This is likely to include preparing promotional material using design software, phoning and emailing special interest groups/media, assisting the NZIFF manager with support with rostering, collating clippings, assisting with NZIFF event set-up, and content loading for the website. At times these tasks may not seem especially gratifying in themselves, but they contribute significantly to the enhancement of our national event.
6. Application for the intern positions is open to both domestic and international applicants.
7. NZIFF is not able to assist with any immigration queries or issues. Please visit [Immigration NZ](#) website in the first instance if you require a visa to come to New Zealand.
8. The short-listed applicants will be contacted within two weeks after the closing date.
9. Due to the large number of applications we receive each year, we are unable to provide application feedback to the unsuccessful applicants who hasn't been selected for the interview stage.