The New Zealand Film Festival Trust

# INTERN AT NZIFF

*The NZ Film Festival Trust provides an internship each year for an outstanding individual to gain valuable experience working in the film festival environment. This dynamic and enthusiastic person will be based at the Trust office in Wellington. In 2014 we are looking for two interns to assist with NZIFF.*

## Audience Development Intern

**The successful applicant will assist with various tasks that are not limited to the following:**

- Assist the Audience Development Coordinator by preparing promotional material for communicating to community groups.
- Research and communicate to community and corporate groups about relevant NZIFF films, in conjunction with the Audience Development Coordinator.
- Assist with coordinating the Wellington team of volunteer ushers.
- Provide administrative support to the Wellington Festival Manager while NZIFF is in season.
- Assist with NZIFF-related events (i.e. programme launch, opening night Gala, discussion panels).
- Prepare communications for social media channels. Monitor and report on social media engagement in a timely manner.
- Other reasonable duties as requested.

**Skills Required**
Strong computer skills and great communication skills. Adobe design software experience is required for the intern role. NZIFF uses InDesign and Photoshop extensively. Please do not apply unless you can demonstrate Adobe design software experience.

**Time Commitment:**
Monday 12 May until Friday 15 August 2014, Wellington based (14 weeks).

The intern role is an unpaid role that requires a commitment for NZIFF duties Monday to Friday, 9am to 5pm.

**Interested?**
Email a brief introduction, your current resume and your contact details to Publicist Rebecca

McMillan, rebecca@nzff.co.nz. Please include the subject heading "Audience Development Intern Application 2014". Applications for this role close Friday 31 January.

## Wellington Publicity Assistant Intern

**The successful applicant will assist with various tasks that are not limited to the following:**

- Assist the Publicist by creating and managing promotional material as needed.
- Assist the Publicist by communicating with media. Assist in handling media queries for preview screenings, screeners, and tickets in season.
- Collecting and compiling press, broadcast and online clippings.
- Assist the Online Content Coordinator with the uploading of information to, and maintenance of the website.
- Prepare communications for social media channels. Monitor and report on social media engagement in a timely manner.
- Assist with NZIFF-related events (i.e. programme launch, opening night Gala, discussion panels).
- Other reasonable duties as requested.

**Skills Required**
Strong computer skills and great communication skills. Adobe design software experience is required for the intern role. NZIFF uses InDesign and Photoshop extensively. Please do not apply unless you can demonstrate Adobe design software experience.

**Time Commitment:**
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**Interested?**
Email a brief introduction, your current resume and your contact details to Publicist Rebecca McMillan, rebecca@nzff.co.nz. Please include the subject heading "Publicity Assistant Intern Application 2014".

Applications for this role close Friday 31 January.