Internship Opportunities – Sydney Film Festival 2015

The Sydney Film Festival is looking for 4 exceptional students to intern in one of the most popular film festivals in the southern hemisphere. The festival runs from 3-14 June 2015, with work on planning this year’s festival commencing now. Internships at SFF are challenging, exciting, rewarding and taken seriously within the creative industries. Several former Sydney Uni SFF interns have subsequently won paid positions at the festival.

The Marketing and Publicity positions will also work towards the Travelling Film Festival, the SFF touring arm, which takes a selection of SFF films to 20 regional centres around Australia.

All four positions require a cast-iron commitment of 1-5 days per week leading up to and including the 14th June 2015. In addition, all interns are expected to be available for the majority of the festival period from June 3 – 14, including some evenings and weekends. However this is the fun part, as it is not just a lot of work, but packed with red carpets, parties and of course, lots and lots of movies! Each intern receives a Flexipass to the festival and is invited to the Opening Night Gala Screening and VIP After Party, as well as the Closing Night Awards, Screening and After-Party.

A love of film is essential, and the ability to burn the candle at both ends for 12 days and nights is desirable. Flexibility and a sense of humor help, as it gets pretty crazy (in a good way) at times.

Four (4) roles available:

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<tr>
<th>1. MARKETING AND PROMOTION</th>
<th>Required Skills</th>
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| Promotions, advertising, print and digital communications, signage, Social Media, administration | - Motivated self-starter with the capacity to work independently while contributing to team projects as appropriate  
- Basic computer skills including Word, Excel and Outlook. Photoshop desirable  
- Interest in and participation in one or more Social Media channels  
- Excellent verbal communication, writing and proofing skills  
- Creativity, visual literacy and keen interest in popular culture, including film  
- Ability to talk to strangers and adapt communication styles to the needs of others |

**Work Schedule**
- 7 hrs per day
- 1 day per week during April then 2 days per week in May

**Reporting To / Supervisor Experience**
- Supervisor: Craig Donarski, Marketing Manager

**Benefits to the student**
- Opportunity to experience real-world marketing campaigns from go to whoa
- Opportunity to make contacts in the creative industries
- Flexible work hours
- Opportunity to develop skills in all aspects of multi-channel marketing campaigns
- Film screening benefits
# 2. MEDIA AND PUBLICITY

**Press releases, interviews, red carpets, events, launches, media centre management, administration**

**Required Skills**
- Motivated self-starter with the capacity to work independently while contributing to team projects as appropriate
- Superior verbal communication skills and a genuine interest in dealing with a wide range of people
- Excellent writing and proofing skills
- Proficiency in Microsoft Office, especially Word, Excel and Outlook
- A demonstrated interest in engaging with one or more media channels (print, online, radio, magazines etc)
- A genuine interest in film

**Work Schedule**
- 7 hrs per day
- Up to 5-days per week

**Reporting To / Supervisor Experience**
- Supervisor: Sophie Hodges, Publicity Manager

**Benefits to the student**
- Opportunity to develop skills in all aspects of multi-channel publicity campaigns
- Opportunity to make contacts in the media and film industries
- Opportunity to work with both the SFF Publicity Manager and our external Publicity Agency, Cardinal Spin
- Flexible work hours
- Opportunity to develop new skills in online editing
- Film screening benefits
- A detailed reference

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# 3. CONTENT AND SOCIAL MEDIA (ONLINE):

**Website, eNewsletters, Facebook, Twitter, Pinterest, YouTube, reporting, administration**

**Required Skills**
- Proficiency in online, digital and social media software/sites
- Understanding of/proficiency in online content management systems or blogging systems
- Excellent writing and proofing skills
- Proficiency in Microsoft Office
- Basic HTML skills

**Work Schedule**
- 6/7 hrs per day
- 1-2 days per week (Mon and Tue)

**Reporting To / Supervisor Experience**
- Supervisor: Sevana Ohandjianian, Online Manager

**Benefits to the student**
- Opportunity to add to your portfolio
- Opportunity to make contacts in the media industry
- Flexible work hours
- Opportunity to develop new skills in online editing
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<th>4. DEVELOPMENT</th>
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<td>Partner liaison, sponsors, events, guest and invitation lists, event management, administration</td>
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The Development intern will assist in the growth and development of a comprehensive sponsorship program designed to build long-term, collaborative partnerships with our current and prospective partners.

**Required Skills**
- Motivated self-starter with the capacity to work independently while contributing to team projects as appropriate
- Excellent communication skills (verbal and written) e.g. partner liaison, guest and invitation management
- Time-management and presentation skills are essential e.g. event coordination
- Proficiency in Microsoft Office, Excel (essential) and previous experience with database management is highly desirable (filemaker) e.g. administration duties
- Interest in development (arts sponsorship) & events management desirable

**Work Schedule**
- 6/7 hrs per day
- 2 days per week (Thu & Fri)

**Reporting To / Supervisor Experience**
- Direct Report: Vanessa Croan, Development Manager

**Benefits to the student**
- Experience working directly with SFF development and events department in all aspects of corporate sponsorship, events planning and relationship building.
- Networking opportunities with various prospects, corporate partners, industry connections and festival guests.
- Industry relationships with festival staff, through formal and informal training
- Flexible work hours, in negotiation with direct report
- Film screening benefits
- A detailed reference

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**Location**
10 Hickson Road, The Rocks, Sydney 2010
Casual dress code, relaxed but busy office. Preferably owns a smart phone with decent camera quality.

**Company Information**
For more information on our organisation, visit our website: [http://www.sff.org.au](http://www.sff.org.au) or visit our archive page: [http://online.sffarchive.org.au/#folio=1](http://online.sffarchive.org.au/#folio=1)
Application Process

1. To apply for this internship please email your cv (3 pages max) and cover letter to Emily Jones: emily.jones@sydney.edu.au or Phil Lemalu: phil.lemalu@sydney.edu.au by 5pm, Thursday 26 March 2015.

Please include in your cover letter:

• Your program of study and year
• Experience of working in a similar Media role/ or project at university
• Your dates of availability
• 1-2 examples of your work in this area

2. Applicants to be notified of shortlisting for interview (Early April)

3. Successful applicants notified (Early April)

Start date for all roles – early April until end of the festival June 14