San Francisco Cinematheque
www.sfcinematheque.org

INTERNSHIP PROGRAM

GET INVOLVED! San Francisco Cinematheque’s internship program has always been, and continues to be vital to our success and vibrancy within the Bay Area’s cultural landscape. Our internships allow participants to develop professional-level responsibilities, receive training and guidance from our knowledgeable staff, and strengthen the capacity of a high-impact, low-resource non-profit arts organization. Interns should be interested in working in a non-profit arts environment, and possess strong communication and computer skills. An interest in avant-garde and experimental media is preferred, but not required.

We aspire to:

● provide opportunities for arts administrative training within a small non-profit media arts organization
● provide a comprehensive understanding of Cinematheque’s administrative and curatorial initiatives
● encourage a passion for our mission via engagement with the wealth of Cinematheque’s cultural resources, including our screenings, annual film festival, paper archive and publications, as well as the vibrant community of artists, enthusiasts and organizations who support us.

All internships are unpaid and require a minimum of six hours per week and approximately a 6–12 month commitment (unless otherwise indicated).

To apply for an internship, please submit a cover letter and resume to sfc@sfcinematheque.org. Please include the name of the internship in the subject line.

DEVELOPMENT INTERNSHIP

Start Date: ASAP

Minimum Commitment: To be determined based on schedule and availability. A commitment through the June 2019 presentation of the CROSSROADS film festival is preferred (but not essential).

Desired Availability): 5–7 hours/week on a schedule to be determined. With the right candidate, components of this internship may be performed remotely.

Note: College Credit available in accordance with university requirements

The Development Internship is ideal for those interested in exploring and addressing the challenges and opportunities currently facing Bay Area arts organizations in the current economic climate and/or the back-end administrative work of a small arts non-profit. This position will work closely with Cinematheque’s Director on all aspects of Cinematheque’s development and administrative activities, including member and donor cultivation, grant writing and other fundraising; administration and record keeping; audience development; and special event planning.

Responsibilities include, but are not limited to:

● Know and understand Cinematheque’s mission and programs
● Assist with planning & execution of fundraising events and development initiatives
● Develop partnerships with neighborhood, community, cultural and arts organizations
● Create and maintain spreadsheets to track campaigns and activities
● Develop, manage and track donor and member databases
● Research, cultivate and solicit business donations/sponsorships
● Assist with event production (includes coordinating artists, participants, sponsors and volunteers, as well as installations and receptions)
● Manage campaign resolution (follow-up communication and distribution of goods where relevant)
● Create and manage online platforms as needed (i.e., Paddle8, Kickstarter)
● Coordinate and assist with related publicity and marketing

**Preferred Skills and Abilities:**

- An enthusiasm for developing relationships with the businesses, organizations, patrons, members and artists who create and support our community
- A sense of professionalism with regard to representing the organization
- Excellent written and oral communication
- Ability to take direction but also work independently where required
- A strong attention to detail
- Proficiency in Microsoft Word, Excel, Google Apps
- Previous admin or development support experience a plus