



**NEW YORK
INTERNATIONAL
CHILDREN'S
FILM FESTIVAL**

FILM FESTIVAL PROGRAMMING INTERNSHIP

The New York International Children's Film Festival (NYICFF) is a year-round nonprofit arts organization dedicated to building a dynamic, diverse film culture for families and classrooms. Now in its 24th year, NYICFF delivers impactful programming to children, students, families, educators, filmmakers and the media arts field through its three core activities: its Oscar®-qualifying, annual Film Festival; Industry Forum; education program, FilmEd; and its National Program, serving major and regional cultural institutions, cinemas, and museums.

The NYICFF annual Festival consists of four weekends in the months of February and March. The Festival invites over 25,000 audience members to experience the best new films from around the world at venues throughout NYC. Each year, NYICFF scours the globe to present a highly selective slate of the best animated, live action, documentary and experimental films, narrowed down from over 2,500 international submissions.

In addition, NYICFF offers year-round engagement, including school field trips, premieres and sneak preview screenings, a national program reaching cities nationwide, and more. As a small non-profit organization, NYICFF relies heavily on the support of interns to help in the planning and execution of all of its programs.

Internships at NYICFF provide an opportunity to work collaboratively with the staff in all departments and create a direct impact on current projects. Interns will leave with a greater knowledge of the media landscape and successfully organizing an international film festival and public programs, as well as the development of educational engagement and communications around cutting edge film and media content. In addition to new skills acquired, networking and additional career-relationship building opportunities are made available.

Fall internships run from September to December. NYICFF is open to both remote and in-person interns for the fall period.

Responsibilities:

- Researching, requesting, previewing and tracking international short and feature film submissions for 2021 Festival and special programs
- Managing Google Sheets and Excel databases and online submissions platforms.
- Filmmaker and distributor correspondence; fielding general inquiries
- Providing event support for special year round programs (delivered online or via Virtual Cinema at present) including special sneak peek screenings, touring programs and FilmED screenings
- Researching and supporting planning for Industry Forum for Diversity & Inclusion in Children's Media

Applicants have a strong interest in film and/or non-profit arts engagement, with strong organizational, research and communication skills. Internship is unpaid, but may be applied towards academic school credit if arranged with school.

If interested and able to commit to at least 2 days/week, please send a cover letter and resume with "film fest internship" in the subject line to intern@nyicff.org. Please indicate which department you are most interested in working with in the body of your email.



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NON-PROFIT MANAGEMENT INTERNSHIP

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The NYICFF annual Festival consists of four weekends in the months of February and March. The Festival invites over 25,000 parents, children, and filmmakers to experience the best new films from around the world at venues throughout NYC. Each year, NYICFF scours the globe to present a highly selective slate of the best animated, live action, documentary and experimental films, narrowed down from over 2,500 international submissions.

In addition, New York International Children's Film Festival offers year-round engagement, including its FilmEd education program, National virtual cinema program cities nationwide, and more. As a small non-profit organization, the Festival relies heavily on the support of interns to help in the planning and execution of all of its programs.

Internships at NYICFF provide an opportunity to work collaboratively with the staff in all departments and create a direct impact on current projects. Interns will leave with a greater knowledge in successfully operating an international film festival, development of educational engagement around cutting edge film and media content, and strategy in the cultivation and management of partnerships, sponsorships, and grants. In addition to new skills acquired, networking and additional relationship building opportunities are made available.

NYICFF is committed to diversity in the children's media landscape. As an equal opportunity employer, all applicants will be considered for employment without attention to race, color, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status. We seek interns with a variety of backgrounds and perspectives. While the internship is not paid, it may be applied towards school credit.

Fall internships run from September through December. NYICFF is open to both remote and in-person interns for the fall period.

Responsibilities

- Research and track funders for grants and individual donor proposals
- Assist in writing proposals for Festival and education programming and developing materials for annual membership drive
- Assist in planning and execution of the annual benefit and auction.

Successful applicants will have excellent written and verbal communication skills, attention to detail, and an ability to work independently, as well as a strong interest in nonprofit management and/or film. Applicants should have a strong background in research and writing. Prior nonprofit experience is a plus.

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FILM FESTIVAL EDUCATION INTERNSHIP

The New York International Children's Film Festival (NYICFF) is a year-round nonprofit arts organization dedicated to building a dynamic film culture for families and classrooms. Now in its 23rd year, NYICFF delivers impactful programming to children, students, families, educators, filmmakers and the media arts field through its three core activities: an Oscar®-qualifying, annual NYC-based film festival; the FilmEd education program; and Kid Flicks, a national screening program serving major and regional cultural institutions, cinemas, and museums.

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The Education department oversees the FilmEd field trip program, as well as the creation of online educational materials and programs. As a small non-profit organization, NYICFF relies heavily on the support of interns to help in the planning and execution of these and all of its programs.

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Responsibilities

- Assist in development of FilmEd curriculum materials
- Assist in the creation and upkeep of the NYICFF newsletter and film recommendation blog
- Assist in the research, outreach and management of NYICFF Kid Flicks, the Festival's national touring program
- Research and cultivate new partnership opportunities with schools, community groups, and arts educators

Qualifications

- Experience working with children
- An interest in film and education
- Some experience with Adobe Creative Suite (Photoshop, InDesign) a plus
- Comfortable with public speaking

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