



## FILM FESTIVAL PROGRAMMING INTERNSHIP

The New York International Children's Film Festival (NYICFF) is a nonprofit arts organization dedicated to building a dynamic film culture for families and classrooms. 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; its FilmEd education program; 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 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.

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 greater knowledge in successfully operating an international film festival, managing film, and media content. 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.

**Spring internships run from June to August. The applicant may choose to be remote or in-person.**

### **Responsibilities:**

- Researching, requesting, previewing, and tracking international short and feature film submissions for the 2023 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 including a 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.

The internship is unpaid but may be applied towards academic school credit if arranged with a school. If interested and able to commit to at least 2 days/week, please send a cover letter and resume with "Programming Internship" in the subject line to [gabrielle@nyicff.org](mailto:gabrielle@nyicff.org). Please send a CV and cover letter.