

AMERICAN FILM INSTITUTE

INTERNSHIP DESCRIPTION

POSITION: AFI FEST Programming Department Intern – College Credit Only
DEPARTMENT: Programming, AFI Festivals 2024
LOCATION: Hours divided between remote, and Los Angeles, AFI Campus

DESCRIPTION:

The Intern will learn the process and structure of an international film festival's programming, while assisting with various programming-related research projects under the Senior Programmer, AFI FEST and Shorts Programmer, AFI FEST. The intern will gain an understanding of the broader festival landscape, the festival timeline and the film industry structure as it pertains to film festivals, while gaining a specific perspective into the selection process for AFI FEST.

PRINCIPAL DUTIES:

- Receive training on use of the FileMaker Pro database to help support the AFI FEST programming team on film tracking, screening assignments and reports.
- Assist with email responses sent from AFI FEST's general inbox.
- Screen films under consideration and produce written coverage.
- Assist with the drafting of AFI FEST-related correspondence, program notes and related materials, including research duties as assigned.
- Attend programming meetings and select staff meetings to keep current with department developments, and gain further insight into the tracking and selection process, timeline management and communication strategy.
- Other duties as assigned, including potentially during the week of AFI FEST October 23-27, 2024.

QUALIFICATIONS:

- Attendance at a four-year college or university pursuing a degree in Film Studies or a related field.
- Ability to receive college credit a must.
- Interest in curation, event production.
- Proven ability to handle numerous details, with appropriate follow up and reporting activities.
- Proficiency with Microsoft and Google office suites.
- Availability for one academic term. Internship hours will be coordinated around academic requirements.