



SPRING FESTIVAL INTERNSHIP

OVERVIEW OF RESPONSIBILITIES

START DATE: January 1

END DATE: April 30

COMPENSATION:

This unpaid internship is an excellent opportunity for on-the-job learning under the tutelage of a very organized team spearheaded by people with extensive experience in event organization and marketing. Several of our former interns have used the experience to move on to impressive professions. This is a learning internship.

Hours: Average 8-15 hours a week.

ABOUT FILMED BY BIKE

Filmed by Bike curates the best bike movies from around the world. Every year, our festival attracts a cadre of impressive submissions and our elected jury chooses the final selections for our festival, which opens with a gigantic street party.

The festival grows every year with the assistance of our interns and staff.

POSITION OVERVIEW

The position may include these vital tasks:

- On-screen ad sales
- Marketing assistance
- Interviews with filmmakers
- Press kits (including creating a DVD of stills and sample videos)
- Raffle prize pick up
- Neighborhood outreach and relations
- Creating or securing stills for accepted movies
- Set up, break down and general assistance on opening night
- Other projects as they arise

*We're celebrating our 11th Anniversary
and we're looking
for a rockstar*

REQUIRED QUALIFICATIONS

- Sincere enthusiasm for and dedication to making our festival the best it can be.
- Ability to work independently without direct supervision on a daily basis.
- A computer with access to the internet on a reliable basis.
- Ability to carry out internet research with enthusiasm.
- Basic knowledge of Google Docs to maintain lists and basic databases.
- Confidence and the ability to ask for assistance/ask questions when you need to.

HELPFUL QUALIFICATIONS

- Desire to learn or hone your marketing skills.
- Excellent motivational writing skills with a punch edge and proper grammar.
- Desire to improve your writing skills.
- Desire to get creative with social media efforts, pop-up events and blog postings.
- Interest in film and/or bike culture.
- Ability to think creatively and suggest innovative ideas without fear.

HOW TO APPLY

Submit a cover letter and resume to Info@FilmedByBike.org by December 17, 2012

- Cover letter stating (1) why you think you would be a good fit for this position, (2) what skills you bring to the festival, (3) why you're excited to apply and (4) anything else we should know about you.
- List relevant work and volunteer experiences.
- Three personal or professional references.