

## AMERICAN FILM INSTITUTE JOB DESCRIPTION

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**POSITION:** Research Intern – College Credit Only  
**DEPARTMENT:** Programming, AFI FEST 2018  
**LOCATION:** Los Angeles Campus

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### **PRINCIPAL RESPONSIBILITIES:**

The Programming Intern will get an insider's view of the selection process and history of a 32-year-old competitive film festival. The primary role of the intern will be assisting with the organization of the AFI FEST database, aiding in researching titles from the past 30+ years of the festival. This is largely a research position, but can expand depending on your interests, availability and strengths.

### **PRINCIPAL DUTIES:**

- Tracking films on festival circuit and entering data into FileMaker Pro.
- Creating letters and forms for programming department use.
- Support the programming department with data organization, deadlines and communication with distributors and filmmakers.
- On-line and library research to find relevant data on the festival from previous years.
- Assist other festival departments with research as needed and directed.
- Perform other duties and responsibilities as assigned.

### **EXPERIENCE/SKILLS REQUIRED:**

- Current enrollment in four-year college/university.
- A self-directed worker with an interest in film, archiving, film festivals, and film programming.
- Excellent communication, organizational and prioritizing skills, as well as strong writing and proofreading abilities.
- Excellent computer skills with expertise in Word, Excel, PowerPoint, Photoshop, Acrobat, Filemaker Pro and be Mac proficient.
- Must be able to lift boxes up to 30 pounds.
- Knowledge of and experience with day-to-day office operations.