

Social Media Intern

The Social Media Intern is responsible for assisting the Executive Director and Associate Director in implementing HSDFP's overall communications and marketing plan. The main focus will be to expand social media exposure for the HSDFP, thereby increasing festival attendance and raising statewide, national and international awareness. The Social Media Intern will assist with social media before, during and after the festival.

Responsibilities:

- Establish social media plan and resulting strategy
- Manage social media outlets (Facebook, Twitter, Vimeo, Instagram, etc.)
- Create and distribute newsletters to HSDFP subscribers
- Prepare daily and weekly reports to track growth and success rates of social media campaign

Qualifications

- Ability to take initiative and manage projects from beginning to end
- Excellent writing, editing and proofreading skills
- Attention to detail
- Ability to multi-task in a very fast-paced environment
- Ability to meet deadlines and to anticipate needs and next steps
- Work effectively both independently and as part of a team
- Be available for at least 10 hours a week
- Ability to manage HootSuite platform

Benefits

- Resume building experience in marketing and communications, relationship management, and other aspects of community relations, marketing, and the film industry.
- Great opportunity to learn the behind-the-scenes workings of an international documentary film festival.

This is an unpaid position.