

OPERATIONS INTERN

The Operations Intern will assist the Executive Director and Associate Director in the planning and organization of all key aspects of the 10-day festival. From the coordination of travel and the creation of priority checklists to the management of the festival experience for special celebrity guests and filmmakers from around the world; this position works at the center of all things HSDFF. The ideal candidate will be an outgoing self-starter who approaches a variety of tasks with a positive attitude.

Responsibilities

- **Provide direct support to Executive Director and Associate Director, including data entry, spreadsheet creation and logistics planning**
- **Assist with management and upkeep of cultivation & invitation lists**
- **Interact with HSDFF volunteers, requiring a professional & friendly demeanor**
- **Assist with planning and production of film screenings and events**
- **Assist with travel coordination for filmmakers and special guests**
- **Assist with hotel reservations for filmmakers and special guests**
- **Handle office errands as necessary**

Qualifications

- **Detail-oriented, organized, able to take instruction and initiative while working with limited supervision**
- **Professional demeanor. The intern represents HSDFF when speaking with filmmakers, special guests, staff, potential sponsors and donors**
- **Outgoing and friendly personality**
- **Must possess the ability to multi-task with self-management characteristics**
- **Must be able to express himself or herself clearly, thoroughly and politely both orally and in writing**
- **Ability to multitask and exhibit consistent follow-through while working under time constraints and in a high-pressure environment**
- **Proficiency in Microsoft Office & Google Drive, knowledge of and experience with Mac OS a plus**
- **Minimum commitment of 2-3 days a week (approx. 12-20 hours) for at least 3 months. Must also be able to work some evenings. Must be available for all 10 days of festival- October 9th—18th**

This internship is an unpaid position.

