



NORTHWEST FILM FORUM PROJECT CCWD DESIGN & MARKETING INTERNSHIP

About Northwest Film Forum:

Northwest Film Forum (NWFF) incites public dialogue and creative action through collective cinematic experiences. A nonprofit film and arts center located in Seattle, Northwest Film Forum presents hundreds of films, festivals, community events, multidisciplinary performances, and public discussions each year. A comprehensive visual media organization, the Forum offers educational workshops and artist services for film and media makers at all stages of their development. Artist services include access to space, gear, fiscal sponsorship, and an edit lab. Northwest Film Forum is a member-based organization.

About Northwest Folklife and the CCWD:

Since 1972, Northwest Folklife (NWFL) has been creating opportunities for all to celebrate, share, and participate in the evolving cultural traditions of the Pacific Northwest. The CCWD (Cultural & Creative Workforce Development Program) launched in 2020 as an initiative of the City of Seattle's inclusive creative economy strategy, offering paid career development experiences rooted in the foundational aspects of culture and creativity; working on a strengths-based, paradigm shifting platform for artists, creatives, and culture bearers to foster the potential they bring to any workplace.

Northwest Folklife (NWFL), in partnership with the Office of Economic Development (OED) and the Office of Arts & Culture (ARTS), collaborates with a diverse ecosystem of individual artists, culture bearers, cultural organizations, small businesses, entrepreneurs, and community organizers across the Pacific Northwest to provide culturally responsive, career development as well as a community-led program focused on equitable recovery and systemic transformation through the Creative Economy.

The intentional and robust support of the creative and cultural sector is a forward-thinking urban growth strategy which interrupts historical patterns of cultural divestment, displacement, and erasure.



Attention:

All candidates must adhere to COVID-19 health and safety regulations. As of December 5, all CCWD program participants and site partners will be subject to the City of Seattle COVID vaccination requirements for contractors

Overview & Purpose:

This internship position is centered around general design and marketing for all Northwest Film Forum workshops, festivals, and cinema programs. This 6-month internship is an excellent opportunity to learn how to support a local interdisciplinary community hub and connect with Seattle area filmmakers and community partners.

As a part of a small and intimate team, the intern's tasks will be custom-tailored towards their strengths as well as where they hope to grow their skills. Working remotely with your supervisor, interns will interact with staff and be expected to execute vital tasks.

REPORTS TO:	Executive Director, Artistic Director, Communications Manager (Northwest Film Forum) + CCWD Program Manager (NWFL)
HOURS:	15 Hours/Week (March 2022 - September 2022)
COMPENSATION:	\$17.50 hourly

*As the Design & Marketing Intern, you will collaborate with the entire NWFF team, as well as have opportunities to strengthen your skills and pursue creative projects of your own. The role is primarily remote with in-person work as an option if the intern and site agree. Scheduling for this position is negotiated with the Northwest Film Forum site supervisor. NWFF work hours: Mon-Fri, 12pm – 6pm with some possible weekend or evening hours for events.

Design & Marketing Intern Responsibilities & Duties:

- Sending marketing outreach emails and communications
- Making small website updates and edits
- Designing graphics for print, web, and social media
- Brainstorming with the marketing and film programming teams
- Party planning and special event planning production
- Assisting with daily administrative tasks and office duties
- Contributing to social media visioning and strategies on Instagram, Facebook, and Twitter
- Brainstorming with the NWFF team every week through Zoom and Google Hangout conference calls
- Other duties as assigned

Cultural & Creative Workforce Development (CCWD) Program Responsibilities (w/NWFL):

- Complete CCWD internship experience surveys
- Attend individual and program check-ins (In-person or virtual, 1 hour every other week)
- Participate in CCWD activities, networking, and team projects

Desired Qualifications & Skills:

- Demonstrated success in customer service and cultivating relationships with diverse populations
- Strong organizational skills and attention to detail
- Ability to prioritize, meet deadlines, and maintain high quality outcomes for multiple projects
- Ability to work under pressure efficiently with a positive attitude
- Social media experience (Instagram, Twitter, Facebook, etc.)
- Data entry and spreadsheets skills
- Phone experience and cold-calling
- Data analysis, statistics, and market research
- Event curation and production
- Sponsorship and fundraising
- Marketing and graphic design
- Online and offline applications, such as Google Drive, Excel, Word
- Hands-on experience or interest in any aspect of the film process, including editing, shooting, production, etc.
- This position may be required to lift, pull, and/or carry objects up to 25 lbs
- Final candidates will be subject to a background check

Identified Learning Outcomes:

- Use and further develop a variety of marketing and event planning skills to amplify Northwest Film Forum programming
- Collaborate closely with Northwest Film Forum staff, filmmakers, and community partners to support and strengthen relationships between NWFF and the greater Seattle audience and beyond

DUE DATE:

- **Application review begins on March 1, 2022. Position is open until filled.**
- Do not hesitate to apply or reach out if you have concerns about skill level with the above listed responsibilities. There is a lot of room to make this internship your own and grow your skills. Please email internships@nwfolklife.org for any questions

(See next page)

HOW TO APPLY:

- **Please submit a statement of intent (2-3 paragraphs) which includes:**
 - Your interest in creative careers and skills
 - Who you are, and how you think this internship will help you
 - What is most exciting to you about taking part in this internship
- **Please submit materials to internships@nwfolklife.org**
- **SUBJECT LINE: Northwest Film Forum Internship**
- Resume and cover letter are appreciated, but not required to apply
- If hired, candidates will need to complete the I-9 and provide other employment documentation to Northwest Folklife

All applicants are considered for all positions without regard to race, religion, color, sex, gender, sexual orientation, pregnancy, age, national origin, ancestry, physical/mental disability, or any other protected classification, in accordance with applicable federal, state, and local laws. By applying for this position, you are seeking to join a team of hardworking people dedicated to consistently delivering outstanding service to accomplish Northwest Folklife's vision and mission. Equal access to programs, services, and employment is available to all qualified persons. Those applicants requiring accommodation to complete the application and/or interview process should contact a management representative. Northwest Folklife is a 501(c)(3) nonprofit organization.