

INTERNSHIP OPENING:

Public Programs / Margaret Mead Film Festival Internship at the American Museum of Natural History

The Public Programs division of the museum organizes lectures, workshops, festivals and film screenings related to the museum's temporary and permanent exhibits. Interns will have the opportunity to work on projects related to both the Margaret Mead Film Festival and other public programs.

The Margaret Mead Film Festival is the longest-running showcase for international documentaries in the United States, encompassing a broad spectrum of work from indigenous community media to experimental nonfiction. The festival is distinguished by its outstanding selection of titles, which tackle diverse and challenging subjects, representing a range of issues and perspectives, and by the forums for discussion with filmmakers and speakers.

Interns are critical to our operations and we are currently seeking motivated and creative individuals to work with us. This internship enables interns to learn about public programs and film festival production, museum operations, and outreach strategies. We require our interns to work at least 2 whole days per week (10:00-5:00 pm, M-F) plus assist with evening and/or weekend programs per month (at least 4/month). Although this is an unpaid internship, many of our past interns have received payment or credit through work-study or academic credit programs offered by their universities.

RESPONSIBILITIES:

Intern tasks include but are not limited to: general office and administrative support; film research and pre-screening; composing/designing and distributing flyers and posters on Adobe Indesign; preparing supplies and signage for programs; researching outreach opportunities; answering phone calls; crafting education projects; preparing assets for web postings; program set-up, break down, and facilitation; and assisting with marketing/publicity.

QUALIFICATIONS:

Current college or graduate students, preferably with arts, museum studies, social science or media degrees. Must be reliable, organized and positive. Must have deep knowledge of Excel and Word and a familiarity with Adobe InDesign. Arts/technology knowledge, and knowledge of Adobe Photoshop, a plus.

We are currently seeking interns for the Summer 2018 season beginning immediately. The Summer internship season ends first week of September 2018, however, interns may choose to continue the internship into the Fall, so they can participate in the Margaret Mead Film Festival in October.

Please send resume, cover letter, and your availability as a single PDF attachment to:

Public Programs (publicprograms@amnh.org), subject line "Public Programs / Margaret Mead Film Festival Internship."