BendFilm Marketing Internship

Job Location: 1000 NW Wall Street, Ste 240, Bend, OR 97703
Supervisor: Marketing Manager
Classification: Part-time Internship (20 hours/week)

POSITION DESCRIPTION
BendFilm is a 501(c)(3) non-profit organization based in Bend, OR. Its signature event is the annual Bend Film Festival – a celebration of independent film that typically attracts more than 6,000 patrons, 130 independent filmmakers and actors and screens more than 130 feature length and short films. It is one of only 27 film festivals that is an Academy Award qualifying event. In addition, BendFilm hosts a variety of educational and diversity events throughout the year including a summer filmmaking camp for kids, free community screenings for underserved sections of the City and is launching a filmmaking summit. BendFilm also owns and operates Bend’s only arthouse cinema, the Tin Pan Theater, featuring year-round screenings of rare independent films and cult classic movies.

We are seeking an enthusiastic and dependable Marketing Intern who wants to jumpstart their career and learn from an amazing team of marketing professionals. You will sit in with our marketing team through each phase of development, from brainstorming campaign ideas to developing marketing materials and executing at events. Under the supervision of the marketing manager, you will assist with updating contact and sponsor lists, participating in our outreach program, social media management/outreach, and performing some administrative work.

Intern candidates must be outgoing, tech-savvy, willing to learn, able to stay positive and thrive in high-pressure situations, and enjoy working with a team of fun-spirited indie film fans.

Responsibilities / Scope of Work:
- Assist in the creation of signage, print materials, email campaigns, merch, and social media content. Including still and video posts for Instagram, Tiktok and Facebook
- Create and maintain tracking reports of marketing efforts
- Develop new social media campaigns
- Monitor social channels and respond to feedback, questions, and concerns
- Help with ticketing and customer service issues as needed
- Assist in planning and staffing of various events
- Provide administrative support by managing mailing lists, sponsor assets, updating media lists and tracking media coverage
- Help with tabling activities such as summerfest, munch n music and other similar events
- Help screen films for festival if needed (option to start this remotely and before official internship start date)
- Other operational and administrative duties as needed
Requirements and Qualifications:
- College junior/senior or recent graduate in marketing or communications field of study
- General knowledge of various marketing platforms such as, LinkTree, Later, MailChimp and all social media platforms
- Strong work ethic
- Comfortable in front of a camera and interacting with the public
- Experience with Canva, and/or Adobe Suite
- Data entry and computer skills a must
- Strong communication skills
- Flexible work schedule
- Ability to lift up to 50 pounds
- At least 2 teacher or employer letters of recommendations

This position is 20 hours a week, in office (Bend, OR) starting in May/June and going through August/September, with the expectation that you will be available and in Bend the weekend of the festival (October 10-13th, 2024) and includes a $500 stipend OR class credit.

If interested, please send a resume and cover letter to Elise Furgurson, Marketing Manager (elise.furgurson@bendfilm.org) and cc Christina Rosetti, Operations Director (christina.rosetti@bendfilm.org) with the subject line “BendFilm Marketing Internship Application”.

*This job description is not all-inclusive and only intends to describe the general nature of the work. All job descriptions are considered to be essential job functions. BendFilm reserves the right to modify the job description as it deems necessary for proper business operations.*