BendFilm Operations Internship

Job Location: 1000 NW Wall Street, Ste 240, Bend, OR 97703  
Supervisor: Director of Operations  
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 Operations Intern who wants to learn the ins and outs of running an internationally recognized film festival. You will work under our Operations Director, and assist with day-to-day operations, help with customer service (emails and phone calls), plan events/parties and organize festival logistics.

During the festival, the intern will work closely with the BendFilm Operations Director to handle all aspects of the festival and troubleshoot problems. The intern will help the team at the festival box office and filmmaker’s lounge in setting up logistics and customer service. The intern will be able to interact with visiting filmmakers and assist them in navigating the festival. This part of the position is the most fun and rewarding...there will even be plenty of time to enjoy the parties and see a few films.

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:
- Help with ticketing and customer service issues via phone and email
- Assist in planning and staffing of various events
- Office help, management and organization such as running errands, picking up promotional materials, etc.
- Organize festival goods such as passes and filmmaker swag
- Assist with community outreach if needed
- Help with tabling activities such as summerfest, munch n music and other similar events
● Screen films for festival if needed (option to start this remote and before official internship start date)
● Other operational and administrative duties as needed

Requirements and Qualifications:
● College junior/senior or recent graduate interested in the film industry/non profit management
● Strong work ethic
● Data entry and computer skills a must, with a general knowledge of the Google Suite and ability to learn CRMS (Eventive, Airtable, shiftboard)
● 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 Christina Rosetti, Operations Director (christina.rosetti@bendfilm.org) with the subject line “BendFilm 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.*