Tin Pan Theater Marketing and Events Internship

**Job Location:** Bend, OR  
**Supervisor:** Tin Pan Marketing Manager  
**Classification:** Part-time Internship (10 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.

BendFilm and the Tin Pan Theater are seeking a young film enthusiast interested in dipping their toes in the independent film world. The Tin Pan Theater Marketing & Events Intern will gain insight into all operations of running an arthouse movie theater as a business and as a vital root in our local film community. In this internship, Tin Pan Theater – right in the heart of Downtown Bend – will provide its intern experience in programming, social media marketing, event planning and will require hands-on customer service at the theater during special film events.

Interns 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 Tin Pan's social media platforms: creating interesting content, writing copy, planning/forecasting content
- Knowledge of Google Spreadsheets / organization of social media analytics + data
- Experience communicating with indie film distributors + film marketing
- Programming meeting attendance -- gain insight into how indie theaters program upcoming films + build a schedule
- Outreach in the community with like-minded brand partners (ex: Instagram giveaways, advertising)
- Experience working at an arthouse cinema: setting up special screenings (ex: setting up alley, projection tech - audio and video installation)+ working behind concessions / ticket sales
- Experience marketing the the theater during the film festival
- Other operational and administrative duties as needed
Requirements and Qualifications:

- College or high school student studying / interested in a career in film
- At least 2 teacher or employer letters of recommendations
- Customer service experience
- Communication + project management skills
- Self management skills with an eagerness to learn + try new things
- Interest in social media management / business marketing
- Must be in Bend during duration of internship
- Ability to lift up to 50 pounds

This position is 10 hours a week, in office at the Tin Pan Theater (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 $250 stipend OR class credit.

If interested, please send a resume and cover letter to Doone Williams, Tin Pan Marketing Manager (doone.williams@bendfilm.org) and cc Christina Rosetti, Operations Director (christina.rosetti@bendfilm.org) with the subject line “Tin Pan 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.*