



## **MIFF 2018 INTERNSHIP – POSITION DESCRIPTION**

**Position Title:** Submissions Intern  
**Department:** Programming  
**Reports to:** Submissions and Shorts Programmer  
**Location:** Level 3, 290 Collins Street, Melbourne VIC 3000

**Internship Duration:** December 2017 – June 2018

**Internship Time Commitment:** 1 day a week December – January (please note the office is closed for 2 weeks over Christmas), 2 days a week February - June

### **About MIFF**

Established in 1952, the Melbourne International Film Festival (MIFF) is one of the oldest film festivals in the world and the most significant screen event in Australia. An iconic Melbourne event, the festival takes place annually in the heart of the city, presenting an acclaimed screening program, showcasing the best in current cinema from around the world as well as retrospectives, tributes and discussion programs. Since its inception, MIFF has also been committed to local film: it is Australia's largest showcase of new Australian cinema and is the country's most vocal champion of emerging and established local filmmaking talent.

### **Internship Purpose**

MIFF is looking for an enthusiastic and organised Intern to support the Programming team's submissions process. This is an excellent opportunity to gain an understanding of the operations of a major Melbourne cultural event, and gain a range of practical skills useful to a career in a film festival setting. This is an unpaid voluntary position.

### **Skills Development Opportunities**

The role will give you invaluable experience and understanding in the area of film festival programming and delivery. Some tasks you will be asked to undertake:

- Supporting the Programming team in logging and tracking films submitted for consideration in the MIFF 2018 program
- Liaising with filmmakers about their submissions
- Updating and maintain MIFF's File Maker database and assist in administering film information
- Collating of materials related to selected films (trailers, images, press-kits)
- Blog writing
- Sourcing data online related to selected films

- Other general support to the Programming team as required.

**Key Requirements**

- This position is open to students from tertiary level academic institutions that are required to complete a placement as part of their course.
- Attention to detail, strong written and communication skills will be highly regarded
- Effective time management skills
- Ability to take the initiative and complete tasks with minimal supervision
- A strong understanding of confidentiality requirements

**To apply**

Email your CV and cover letter outlining your interest in the position to:

[jobs@miff.com.au](mailto:jobs@miff.com.au)

Applications close on Wednesday 15 November 2017