

Detroit Free Press

FREEP FILM FESTIVAL U-M INTERN

Freep Film Festival, the Detroit Free Press' documentary film festival, is looking for a paid, part-time intern to assist in the planning and execution of the 2021 festival, especially aspects related to the film lineup. This candidate must be a quick learner, possess a get-it-done mentality and have a passion for film, particularly documentaries.

The festival is currently being planned to have both in-person and virtual elements. Final determination on the physical aspects of the festival will be made in the coming months, with the safety and health of staffers, volunteers and patrons a forefront concern.

The expectation is that the internship position will have a mix of virtual and in-person work hours.

The intern will provide:

- Assistance in asset management. This will include photos, promotional copy and films
- Basic interaction with filmmakers
- Monitoring/answering of festival email inbox
- Screening of films and shorts
- Writing and compiling material for the festival guide and website
- Working in Film Freeway content management system as needed
- Assistance in preparing the Real Fresh university showcase and competition
- Venue support on site during festival weekend, in the case of in-person screenings
- Assisting in the upload of films and assets into the Cinesend system
- Testing of festival films
- Guerilla marketing, such as getting posters and flyers in key locations/events before the festival

Skills sought:

- Movie knowledge and interest, particularly documentary film
- Past involvement with arts/cultural events and event production
- Writing ability
- Familiarity with content management systems, such as WordPress
- Familiarity with execution software such as Microsoft Office, Adobe Creative Suite (particularly Photoshop and Excel) and the Google suite
- Basic social media
- Experience in public speaking
- Knowledge of Detroit and Michigan
- Must have reliable car

The position will run from the middle of June through August, with required additional hours in September. The position will be approximately 10-15 hours per week, and up to 20, from June through August. There will be additional hours in early September, working around the intern's class schedule. That will include up to 35 hours during the week of the festival. Must be fully available festival weekend.