

Events Intern: Films Selection

Are you moved by a good story?

Do you think films are a powerful way to engage, educate, and inspire?

Are you interested in gaining experience working in community events, the nonprofit field, and/or grassroots environmental movement?

Do you want to be a part of a team pulling together an exciting online Film Fest event?

If you answered yes — then come work for the Rose Foundation as our “Films Selection” Events Intern for our 2021 Film Fest! Every year, we host a Film Fest to celebrate the power of grassroots activism and community resilience, to introduce new people to the Rose community, and to raise funds for our work. Our 2021 Film Fest will be held virtually during the month of September. As our Films Selection Intern, you will help us find compelling short films that showcase the spirit and power of grassroots activism; outreach to filmmakers to obtain permissions and work on co-marketing opportunities; lead our event marketing to grow our audience and advertise the films to our community; and help raise the profile of the Rose Foundation’s community empowerment and conservation initiatives. We will match your specific internship tasks and projects with your skills, background, and interests to create a meaningful and engaging experience.

About the Rose Foundation for Communities and the Environment

For over 25 years, the Rose Foundation has supported grassroots initiatives that inspire community action to protect the environment, community health, and people’s rights. Our community-based grantmaking approach has earned national recognition for building grassroots power for conservation and social justice causes, and our *New Voices Are Rising* youth leadership program trains Oakland high school students to step forward as the next generation of environmental justice leaders.

The Team

The Films Selection Intern is part of Rose’s Development and Communications Team. The Dev/Comm Team works closely on event planning and fundraising campaigns for the organization as a whole, our grantmaking initiatives, and our *New Voices Are Rising* program. These campaigns and events elevate our impact, share grantee stories from across the country, and tell the story of local Oakland youth leaders stepping up for environmental justice and climate resilience. We hire temporary staff and vendors as-needed for the Film Fest, and as we get closer to the event, it’s an all-hands-on-deck effort between staff, event vendors, board, and volunteers.

Duties and Responsibilities

Tasks will be flexible and assigned by the supervisor, but initial scope will include:

- Research incredible films to screen at our 2021 Film Fest that align with our values: fostering environmental stewardship, building community, and demanding justice.
- Regularly present films to the event team for consideration. Shepherd the process of forming themed tracks and selecting films for each track.

- Outreach to filmmakers and community groups featured in films to acquire permissions and high quality video files.
- Acquire and organize stills and film marketing collateral to support the advertising of the Film Fest, specific films, and filmmakers.
- Seek out co-branding and co-marketing opportunities with filmmakers and nonprofits and community groups featured in films.
- Potential opportunity to help coordinate a filmmaker Q&A program component
- Keep organized documentation, records, and files that are accessible to the event team and can be easily pulled and reviewed.
- Participate in weekly check-in meetings with supervisor and regular meetings with event team.
- Support the overall coordination of the virtual Film Fest as needed.

Required Experience and Skills:

- Passion for films and storytelling and enthusiasm for our mission.
- Excellent interpersonal skills, in particular within verbal and email communication.
- Ability to reach out to external parties (e.g. filmmakers, community groups), pitch the opportunity to participate in the event, and negotiate terms in a professional and positive manner.
- Strong attention to detail. Highly organized and committed to meeting deadlines.
- Interest in diving into projects and learning new things.
- Ability to take direction, work independently, and work in a close-knit team.
- Experience with the Google Suite and Microsoft Office Suite (Word and Excel).

Desired Experience and Skills:

- Experience coordinating and hosting events, in particular virtual and film-related events.
- Experience in marketing, advertising, and/or communications.
- Experience in graphic design, in particular digital design, and/or video editing/production.

Position Terms, Compensation, and Benefits

The Films Selection Intern is a 3-month position, classified as part-time, temporary, and non-exempt; with an hourly rate of \$15.50 per hour. Expected work is 8-10 hours per week. Specific work days and hours will be agreed upon with the supervisor, generally within the hours of 9am - 5pm, Monday - Friday. Start and end dates will be determined upon hiring. As per the Rose Foundation's Personnel Handbook, no benefits are associated with this position except those required by law.

Supervisor and Team

The Films Selection Intern is supervised by and reports to the Development Director. The Intern will work closely with the Communications Associate and Executive Director, and may also work with other Rose staff members and event vendors depending on the task or project at hand.

Workplace Considerations

During the ongoing COVID-19 pandemic and shelter-in-place, all Rose staff are working remotely. We will return to the office once it is safe to do so. The Films Selection Intern will also need to

work remotely until all staff return to our Oakland office. The intern must also be eligible to work in the United States, and must be located in the United States during the entire length of the internship. The Rose Foundation will work with the hired candidate to ensure proper equipment setup and connectivity. The Intern is responsible for providing their own computer and internet connectivity, two items essential to the position.

How to Apply

Please send your cover letter and resume in an email with the subject line “2021 Events Intern: Films Selection” to sshankar@rosefdn.org. Please also include how you learned about this internship opening. The email and cover letter should be addressed to Sheela Shankar, Development Director. Applications will be reviewed on a rolling basis, and we are looking to fill the position immediately.

The Rose Foundation provides equal employment opportunities to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, color, religion, age, sex, national origin, disability status, genetics, protected veteran status, sexual orientation, gender identity or expression, or any other characteristic protected by federal, state or local laws.