



PROGRAMMING DEPARTMENT INTERN

Outfest is looking for an organized, self-starter with a proven interest in LGBTQ film. This is an unpaid internship. Candidate should be a current student or recent graduate.

The intern will assist with administrative tasks vital to programming departmental operations. Tasks include:

- Assisting in coordinating submissions
- Updating the films database
- Script coverage
- Community outreach and engagement
- Filmmaker communications
- Films research

The intern's tasks will be in preparation for NewFest: New York's LGBT Film Festival (October 2017), the Outfest Fusion LGBT People of Color Film Festival (March 2018), the Outfest Screenwriting Lab (June 2018), and the Outfest Los Angeles LGBT Film Festival (July 2018).

SKILLS/QUALIFICATIONS

- Computer-savvy and able to pick up on new systems
- Detail-oriented
- Able to work independently and collaboratively
- Proficiency with Microsoft Office (Word, Excel, etc) and Google Docs
- Experienced with Filemaker Pro or other databases preferred
- Knowledge of film editing and film exhibition formats a plus
- Access to a car, with valid California driver's license and automobile insurance preferred
- May need to use own laptop

Candidates are needed year-round. Must be available to work at least two days a week, between the hours of 11am to 5pm, Monday through Friday.

INTERNSHIP SPECIFICATIONS

Outfest requires a minimum commitment of 10 – 20 hours a week. Internship schedules are variable, and each intern will work with their supervisor to build a schedule that works for them while meeting the needs of the department. Outfest internships may be eligible for college credit.

TO APPLY

Please send a cover letter and resume attention to hire@outfest.org. Please indicate your internship preference in the subject of your email.

ABOUT OUTFEST

Outfest protects our past, showcases our present, and nurtures our future by fostering artistic expression of gender, sexuality, and LGBT (Lesbian, Gay, Bisexual, Transgender) culture and its transformative social impact on the world.

Thirty-three years after beginning as a small conference and festival organized by graduate students at UCLA, Outfest is now the leading organization that promotes equality by creating, sharing, and protecting LGBT stories on the screen. Outfest builds community by connecting diverse populations to discover, discuss, and celebrate stories of LGBT lives. Outfest has showcased thousands of films from around the world to audiences of nearly a million, educated and mentored hundreds of emerging filmmakers, and protected more than 35,000 LGBT films and videos.

Our work is part of an ongoing effort to build a vibrant, affirming, and sustainable LGBT community in Southern California and beyond. As a community-based film festival, Outfest Los Angeles focuses considerable resources on building bridges between audiences and filmmakers because of the intense bond of shared cultural experience. Our year-round programs contribute to the creation and longevity of an inclusive and culturally nourished LGBT population and a well-educated population of straight allies. Moreover, the filmmakers who participate in our programs today are the next generation of artists who will reflect, interpret, and represent the LGBT experience well into the next century.