Virginia Film Festival
Internship Program for University of Virginia Students

The Virginia Film Festival (VAFF) Internship Program gives current, full-time University of Virginia undergraduate students hands-on experience in all aspects of planning and implementing a premier regional film festival. The VAFF Internships are focused on the development and training of future talent to advance leadership in the arts, film, non-profit, and entertainment fields. VAFF Interns will gain unique experience in all aspects of planning for and implementation of one of the largest and most significant cultural events in the mid-Atlantic region through intensive training and project-based work.

Five internship positions are available for the 2023 Festival in the following key areas:

- Outreach & Events
- Production
- Programming
- Promotions & Social Media

Requirements and Structure
The VAFF Internship program requires 10 hours of in-office work per week from late-August through November in support of the preparation, execution, and wrap-up of the 2023 Virginia Film Festival. Interns must be available to work during regular business hours (Monday-Friday between 9:00 AM-5:00 PM). Internship hours will take place at the VAFF located at 617 West Main Street.

Special Note: The Virginia Film Festival will be held October 25-29, 2023. The weeks preceding the Festival are exciting and demanding. Interns are asked to clear personal schedules as much as possible from October 16 -November 1 for additional hours and unplanned work during these weeks. Interns are expected to be “on-call” during the 5 days of the Festival. It is not expected that interns miss regularly scheduled classes but to practice good judgment in time management with academics and other professional responsibilities. Advanced planning for these dates is needed in accepting the internship position. The VAFF team will work with interns to request any required approval to work 20+ hours per week during this time.

Networking and Mentorship
The VAFF Internship program offers students learning and mentorship from professionals in the field. Interns will be supported weekly with supervision by the VAFF leadership: virginiafilmfestival.org/staff-board. Interns will also receive support from VAFF staff to help them connect and network with industry guests, Advisory Board members, and former staff and interns.

Payment
The VAFF Internships pay $12.00/hour. Returning interns may be eligible for a higher rate.

Application and Recruiting Timeline
We are now accepting applications for our Fall 2023 Internship program. Qualified candidates will possess excellent verbal and written communication skills, and the ability to organize and execute tasks in a fast-paced environment. Applicants must be detail-oriented, self-motivated, flexible, and be able to work in a team situation.

Applications for 2023 VAFF Internships are due to Erica Barnes, eb4va@virginia.edu on Monday, April 17 at noon. “2023 VAFF Internship Application - [Last Name]” should be your email subject. Please provide:

- Résumé
• Cover letter detailing your interest in working for the Festival, and highlighting any internship areas of interest from below

• Supplemental materials:

1. **Required – Film & Guest Programming Exercise**: Visit the VAFF’s [Series and Themes](#) page and propose a film made before 2010 to program as part of one of our existing Series or Focus (excluding International Oscar Contenders, Critical Conversations, and Shorts Program). Also suggest one individual to moderate and two individuals to invite as panelists in a post-screening discussion around the film. Tell us why the film is a good fit for the selected Series or Focus, and why you chose each person to participate.

2. **Required – Targeted Marketing Exercise**: Choose one film or panel from the [2022 VAFF A-Z Program List](#), and identify three Charlottesville-based businesses, non-profits, or community organizations as well as three UVA departments, programs, or student groups (we are looking for 6 groups total) that you could target to promote this film. Tell us why you chose each group.

3. **Optional – 2-3 Additional Work Samples**: We welcome you to share relevant work samples that demonstrate your skills in the area(s) you are interested in applying. Submissions can be attachments or links and may include but are not limited to writing samples, original video or graphic design work, social media posts, etc.

For **returning interns**, a letter of interest and updated resume can be submitted in lieu of a full application. Your letter of interest should include reflective comments on your past VAFF internship experience; your growth during and since your VAFF position; what specific positions you would like to be considered for in 2023; and why you feel you are uniquely qualified to serve in this position.

**Internship Areas**

**Outreach & Events Team** – This position will report to the Business Manager & Outreach Coordinator. Qualified candidates should have a strong interest in the fields of arts administration and community engagement, have strong communications and people skills, and experience with event planning or community outreach.

**Intern** duties include, but are not limited to:

- Assist with the planning and implementation of special events including VAFF’s Stakeholders Reception, Program Announcement & Launch Party, Volunteer Training, Opening Night Gala, Late Night Wrap, and Producers Club Reception.
- Help collect and collate invitation lists; manage communications; create, design, and send invitations; and track RSVPs for events leading up to and during the Festival.
- Assist in preparing materials for events including promotional and directional signage, print materials, infographics, name tags, check-in lists, etc.
- Provide on-site event support including setting up venues, welcoming and checking-in guests, tracking attendances, replenishing materials, and answering questions for attendees.
- Support VAFF’s programming and communications to augment VAFF’s Diversity, Equity, Inclusion and community outreach goals.
- Research and develop opportunities for VAFF’s Guest Artists to connect with UVA and community students.
- Assist with accessibility efforts including planning and implementing closed and open captions, updating website for accommodations request process, and outreach to community stakeholders.
Production Team – This position will report to the Operations Manager. A strong interest in and connection to the fields of arts administration and film exhibition with strong skills in logistics, spreadsheets, planning, and clear communication are necessary for an applicant in these positions.

Intern duties include, but are not limited to:
- Support the coordination of all film trafficking, venue logistics, and screening presentation for both virtual and in-person films.
- Maintain a comprehensive database of accepted film and screening information. Organize inventory of film exhibition copies in the office.
- Acquire, organize, and maintain records for press kits and publicity materials for accepted films.
- Assist in the drafting of operational/technical scripts for venues and house managers.
- Assist in managing and tracking the shipping and print traffic of film copies in the weeks leading up to, days of, and week after the Festival.
- Assist in the distribution of film prints, exhibition equipment, signage, and logistic materials to venues.
- Test physical and digital film copies to ensure files are not corrupted before handing off to the venue, as needed.
- Coordinate with staff and other interns to write, edit, and produce web and program copy.
- Liaise between tech crew, staff, talent, and industry members during the Festival, as needed.

Programming Team – This position will report to the Senior Programmer. A strong interest in (and ideally some knowledge of) the film industry is necessary for this position as are strong writing and analytical skills. Applicants should have a collaborative spirit and enthusiasm for curating the VAFF experience for the Charlottesville community. Opportunity for this position to begin their work remotely, as early as mid-June, to support film screening, guest invitations, and prospect program tracking over the summer months. Beginning in the Fall, this position—as with all VAFF internships—will require on-site, in-office hours.

Intern duties include, but are not limited to:
- Assist in maintaining a comprehensive database of potential films, guests, and discussants.
- Screen films submitted through the VAFF’s Call for Entries; produce summaries of screened films for programming staff; and recommend films for consideration based on quality and local ties.
- Research current films and talent on the national and international film festival circuit as well as relevant industry guests.
- Draft invitations and other correspondence to industry members to attend the Festival, promoting UVA classroom and community engagement opportunities.
- Research academic and other non-industry members to participate as moderators and discussants in the Festival program.
- Research and engage potential outreach partners across UVA and the Charlottesville community.
- Coordinate with staff and other interns to write, edit, and produce program copy.
- Assist in the creation of badges and welcome packages for our guest and industry check-in.
- Draft schedules and itineraries for Festival industry guests and discussants.
- Support the coordination of Festival guests and discussants invitations, confirmation, and hospitality, working alongside VAFF’s seasonal Guest Services coordinator.
Promotions & Social Media Team – These positions will report to the Managing Director. Qualified candidates should have the following: an interest in being an enthusiastic ambassador for the VAFF to the UVA and local communities; strong communication and people skills; experience interacting with a cross section of the public; experience using social media channels to promote events; and an interest in building community engagement with cultural events.

Intern duties include, but are not limited to:

- Create and implement targeted outreach and promotional campaigns to UVA students, faculty, and staff as well as local communities.
- Draft engaging social media content including promotional copy, graphics, and videos.
- Write copy for email newsletters, film blurbs, guest bios, and other promotional copy.
- Create graphics for flyers, banners, etc.
- Assist in maintaining the VAFF’s website.
- Assist in planning and implementation around press credentials, interviews, and other media communications.
- Help identify and implement strategies to reach and engage inclusively with the UVA and local communities, with the aim to grow awareness and attendance at VAFF events.
- Help identify areas of guest artist engagement opportunities across UVA classes, programs, departments, and student groups.
- Help plan, organize, and run pre-Festival promotional and outreach events.
- Lead promotions around Arts$ Program and free student tickets to VAFF events.
- Maintain database and archive of programs, contacts, and promotional efforts.

About the Virginia Film Festival
The Virginia Film Festival stands as one of the most significant regional film festivals in America. Entering its 36th year, this program of the University of Virginia is widely celebrated by audiences and industry professionals alike for offering a dynamic and multi-layered exploration of film as an art form and cultural cornerstone.

Each fall, the VAFF combines one of the strongest, deepest, and most diverse programs in the industry with an array of remarkable guests from across the entertainment industry – a list that has recently included: Jonathan Majors, Chrissy Metz, Ann Dowd, Will Forte, Ethan Hawke, Werner Herzog, Allen Hughes, Ashley Judd, Wanuri Kahiu, Spike Lee, William H. Macy, Shirley MacLaine, and Meg Ryan.

The Virginia Film Festival's unique UVA connections and partnerships are key to the dynamic discourse it inspires between acclaimed industry and cultural experts and audience members. These include regular series presented in conjunction with the UVA’s Center for Politics; Miller Center for Public Affairs; and the Division of Diversity, Equity, and Inclusion.

The Virginia Film Festival is committed to sharing diverse stories on screen and to fostering an inclusive environment for our staff, partners, and audiences. We strongly encourage applicants who represent diverse and intersecting identities to apply to the Festival.

Virginia Film Festival website: virginiafilmfestival.org