

Job Title:	Animation Education Assoc.	Timeframe:	10 weeks
Department/Group:	Education/Programming	Supervisor:	Community Outreach Manager
Location:	Atlanta, GA	Travel Required:	No
Level/Salary Range:	Unpaid	Position Type:	Internship
HR Contact:	Justice Obiaya	Date Posted:	5/21/2018
Will Train Applicant(s):	Yes	Posting Expires:	Until Filled

Job Description

ROLE AND RESPONSIBILITIES

ASIFA-South is a 23-year-old not-for-profit animation organization, and a chapter of the International Animated Film Association. Our mission is to promote the art form of animation through education, screenings, and networking events; and we partner with various studios, government agencies, and community partners to achieve this goal. Our Education Department is key in creating the next generation of animators and helping refine the skillsets of working professionals. This department oversees the development and implementation of all our workshops, panels, and webinars. As an Animation Education Associate, you will provide logistical support and hands on field support with these events. This position will be mostly offsite, with twice a week meetings; once in office, and once by dial in, for instruction and evaluation. Interns will have direct contact with various studio and organization representatives. Thus, we require only serious and professional candidates apply, as you will be a direct representation of our organization and brand. Upon completion of the internship, students will have a greater understanding of the fundamentals of animation, more exposure to new software & techniques, and a large network of industry and studio contacts.

DUTIES AND RESPONSIBILITIES

- Work closely with the Community Outreach Manager in setting up and maintaining education programs.
- Respond back to general inquiries and communications for the education department.
- Maintain departmental calendar of events
- Maintain, update, and disseminate documentation and reports.
- Represent the organization in educational and community discussions, and education in internal meetings.
- Track and maintain metrics about attendance, reach, and effectiveness of programs.
- Follow up educational community outreach activities and programs.
- Represent organization in a variety of public settings to increase awareness.
- Hands on experience training

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must be currently enrolled in a college/university.
- Must be seeking a BA, BFA, MA, or MFA in Animation, Game Design, Motion Graphics, Visual Effects, or Arts Management.
- At minimum, must be in junior year and above, or at graduate level.
- Must be able to work a minimum of 10 hours a week.
- Must be available to meet twice a week: once in office, and the other via phone or skype.
- Must be available for offsite events.
- Must have reliable transportation.

- Experience and/or a desire to work in a high-energy group setting, and a drive to do what it takes to get the job done well.
- Ability to work cooperatively with staff and volunteers.
- Demonstrates initiative, is conscientious and provides follow-through on areas of responsibility.
- Detail-oriented with excellent organizational skills.
- Excellent computer skills required including proficiency with Word and Excel; data entry experience
- Excellent verbal and writing skills
- Positive, self-motivated, and quick learning performer highly valued
- This position requires confidentiality, and a sense of humor is a must

PREFERRED SKILLS

- Knowledge of ToonBoom software or stop-motion preferred but not necessary
- Experience with Airtable
- Experience working at an animation studio a plus

To apply, please visit the below link:

<http://www.asifa-south.com/get-involved/internship/>

For additional questions, please feel free to email:

internship@asifa-south.com

IMPORTANT NOTE: Applications for summer internships must be received no later than Friday, June 8th, 2018