

Job Title:	Programming Associate	Job Category:	10 weeks
Department/Group:	Programming	Supervisor	Programming Director
Location:	Atlanta, GA	Travel Required:	No
Level/Salary Range:	Unpaid	Position Type:	Committee Member
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 Programming Department is key in directing our creative vision, by developing and/or curating all content. This department oversees the development and implementation of all screenings and event. As an Programming Associate, you will assist in the selection of all films for the animation festival and other year-round 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.

- Reports to and works with the Programming Director
- Tasked to work on film programming for the Animation Festival and other ASIFA-South Programs throughout the year
- Assist in the screening and reviewing of films for possible inclusion in the festival
- Assist the Programming and Guest Services teams with events, filmmaker logistics, balloting processes, screening introductions and leading Q&A sessions with audiences.
- Attend programming and staff meetings and assist in pitching potential programming
- Other duties within the scope of Programming Associate evaluate needs of public and community groups.

QUALIFICATIONS AND EDUCATION REQUIREMENTS

- Must have Post-Secondary degree or currently enrolled in a college/university
- Must receive college credit
- Previous experience in film review, critique, or curation.
- 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

- Experience or interest in animation
- Experience with Airtable
- Experience with Trello
- Experience with Filmfreeway & Withoutabox
- 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