

2015 CARNEGIE MELLON INTERNATIONAL FILM FESTIVAL

The 2015 Carnegie Mellon "Faces of Work" International Film Festival Selections Team Member (Fall 2014 - Spring 2015)

ABOUT

The "Faces" Festival, a program of the Humanities Center at Carnegie Mellon University, is an annual celebration of international film and its potential to shine a light on the human faces involved in shaping our contemporary social landscape. Audiences are encouraged to explore the numerous complex themes of these films beyond the screenings themselves by participating in audience Q&A sessions with directors, artists, academics, and professionals; by engaging with interactive performances by student artists; and by sampling exotic foods and international cuisine from local eateries.

The "Faces" Festival offers six-month immersive internships for students and young professionals to gain valuable experience in a vast array of film, arts, and programming fields. Interns are strongly encouraged to serve on multiple committees simultaneously. To view full descriptions of all committees and duties, please see <http://www.cmu.edu/faces/internships.html>.

DESCRIPTION

The Selection/ Programming Committee is designed to give students insight into programming for an international film festival. Selection and Programming Committee will assist Film Festival Director in overseeing feature-length narratives, documentaries, and short films with all aspects of the programming process. Responsibilities include programming, administrative assistance, professional correspondence with filmmakers and film contacts, database management and film evaluation. The selections committee is responsible for screening all of the films in advance. In addition, they are a great resource for students as they write the film descriptions and organize event details.

The Writing Committee is a subcommittee under Selection, and therefore, strength in writing in both committees is central, as these students will help edit the text for the 40-50 page festival program. Description and Responsibilities for the Writing Subcommittee are listed, in addition to the Selection Committee responsibilities, below.

Responsibilities of the Selection and Programming Committee include but are not limited to:

- Watching all screeners for potential films in selection process
- Assisting in the selection of films using thorough and creative evaluation techniques.
- Acting as a communicator between filmmakers and festival team
- Responding to questions and concerns from filmmakers and festival team members posed in regards to the films and selection process.
- Writing a detailed account on each film regarding the who, what, when, where, and why on the film's potential success in the festival will be saved for reference.
- Assisting the festival's Director in various tasks regarding the films themselves and their professional use.

SKILLS AND QUALIFICATIONS

- Good writing and communication skills
- Strong knowledge of or background in film
- Ability to work under a deadline
- Excellent organizational skills
- Ability to work independently
- Foreign language ability desirable

SUBCOMMITTEE: WRITING COMMITTEE

The Writing Committee is designed to give members experience in writing and editing film descriptions for the Carnegie Mellon International Film Festival Program Book and Schedule. Intern would work directly with the Film Festival Director and the Festival Graphic Designer to create both a schedule (promotional writing), program book (magazine-style descriptions), event invitations and speeches in an exciting Festival environment. Responsibilities include creating the festival materials such as the schedule, program book, invitations, and speeches. Generally speaking, writers may be asked to contribute and edit presentations of the festival where necessary.

Skills and Qualifications:

- Writers must have extensive experience in the field of writing and communication
- Experience and skill with editing techniques
- Detail-Oriented
- Proficiency in a foreign language
- Ability to work independently
- Academic excellence and/or outside field experience
- Must watch all of the film screeners for the festival
- Ability to establish and follow strict deadlines.
- Interest and familiarity with Festival's previous background
- Communicative and interactive as needed with other festival coordinators

HOW TO APPLY

Interested candidates should email a brief cover letter and resume to:

Jolanta Lion
Director of CMU International Film Festival
jola@cmu.edu