

2015 CARNEGIE MELLON INTERNATIONAL FILM FESTIVAL

The 2015 Carnegie Mellon "Faces of Work" International Film Festival Short Film Competition 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

As coordinators for a blossoming and, in many ways, independent branch of Carnegie Mellon University's International Film Festival, **Short Film Competition** coordinators will not only plan, schedule, and create the SFC event, but will also reach out to local and international independent filmmakers to collect short film submissions for screenings, fundraise competition winning prizes, amalgamate local film scholars to act as sitting judges for the competition, and personally act as master of ceremonies at the event. The committee will screen each submission and decide which ones will be submitted to the official competition judges. They will also organize the short film screening event, during which the top selections are shown to an audience and prize winners are announced.

Responsibilities of the Short Film Competition Committee include but are not limited to:

- Organizing the all aspects of the Short Film Competition events from the set up of the event, the presentation of the short films, to any receptions that may follow.
- Seeking out filmmakers of short films in both local and international spheres to request submissions.
- Developing and advertising a clearly stated and excitingly presented campaign for attendance to the competition as well as participation.
- Reaching out to local film scholars to act as judges for the competition
- Acting as master of ceremonies for the event
- Tending to all needs and questions posed by interested parties
- Being present for all testing of equipment used in the event
- Keeping detailed accounts of all plans and materials needed
- Creating a usable DVD of submitted short films to be screened at the event
- Staying in consistent contact with the filmmakers, sponsors, judges, and other IFF team members in regards to questions and concerns on the competition.

- Seeing that all awarded filmmakers be congratulated and receive their rewards.

SKILLS AND QUALIFICATIONS

- Excellent writing and communication skills
- Advanced organizational skills
- Calculative foresight
- Personable and interactive personality
- Extensive film background
- A desire to lead and create the image and quality of an independent event
- Knowledge of film editing software
- Establish and follow strict deadlines
- Proficiency in the duties of the other festival committees
- Passion for film

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