

# 2015 CARNEGIE MELLON INTERNATIONAL FILM FESTIVAL

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

### **ABOUT**

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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**

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**The Fundraising Committee** will work with the Festival Director and other students to organize the festival budget and document the funding received from schools, organizations, grants, and individual donations. Members will appeal to on- and off-campus organizations for sponsorship funding, and will be responsible for developing a case for support based on documentation from previous festival activities. Committee members will be responsible for communicating with potential and committed sponsors, tracking all incoming support for individual events and the festival as a whole, and achieving individual sponsorship goals.

Responsibilities of the Fundraising Committee include but are not limited to:

- Managing donor and sponsor relations, including overall communication and ask, negotiating amounts and agreements, and recognition and acknowledgments.
- Meeting with Carnegie Mellon student organizations for financial support and the involvement of their members in the festival activities.
- Creating the festival fundraising campaign and developing new fundraising strategies for the film festival (examples: Indiegogo, fundraising events)
- Researching and maintaining a database of suppliers, entertainment and service providers.
- Balance and organize a sustainable budget
- Coordinating an appropriate donor recognition for each event.
- Prepare and send direct mail campaigns.

### **SKILLS AND QUALIFICATIONS**

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- Experience and excellent performance in marketing strategy

- The ability to form *and* work under a budget
- Must, preferably, be comfortable with public speaking
- Proficiency in math
- Strong organizational skills
- Ability to work in small and large groups
- Detail-oriented
- Passion for film

## HOW TO APPLY

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

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