

# 2015 CARNEGIE MELLON INTERNATIONAL FILM FESTIVAL

## **The 2015 Carnegie Mellon "Faces of Work" International Film Festival Event 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 Event Committee** will work under the Logistics Coordinators in the oversight and management of each film event. Each film in the CMU IFF has a different personality, a different set of goals, and vastly different needs to be met. Members should be intimately familiar and involved with all of these needs in preparation for festival functions.

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

- Assist Logistics Coordinators as directed to manage operations/production needs for the festival
- Secure venues for festival events
- Manage equipment and supplies required for each event (beverages, utensils, etc.)
- Lead discussions regarding logistics needs with Festival Director and full team
- Attending and managing the set up and take down of every film event
- Communicating with venues, in-kind sponsors, and special guests.
- Fulfilling needs of special guests
- Managing volunteers as needed
- Earn sponsorship as needed
- Create a brief summary of progress, updates, and questions in regards to preparations at weekly meetings.
- Attend meetings with sponsors and venues as needed

### **SKILLS AND QUALIFICATIONS**

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- Strong project management and multitasking skills

- Timely and punctual
- Extremely well organized
- Ability to work under pressure
- Flexible hours
- Detail-oriented
- Ability to work independently and in groups
- Ability to set and work under strict deadlines
- Excellent writing and communication skills

## 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