



Kansas City Women in Film and Television Internship – Remote
KC WOMEN IN FILM
706 East 19th Street Suite C * Kansas City, MO 64108
Compensation: NON PAID, ACADEMIC COURSE CREDIT REQUIRED

Kansas City Women in Film and Television is a 501c3 located in Kansas City, Missouri (KCWIFT) is seeking highly self-directed student interns for the Fall of 2019. Internships will be focused within a respective scope of work, but duties may vary to encompass all KCWIFT daily organizational needs. KCWIFT interns are expected to work as a team and alongside Executive and Board Members, and general responsibilities include, but are not limited to:

- Special event coordination and support
- Database and website management
- Market research, surveys and reporting
- Interaction with small businesses and large corporations
- Outreach and relationship-building with other organizations – especially female-driven, local, student, and/or film and arts-related
- Materials preparation (including possible opportunities for copy-writing, design, still and video photography)
- Social media strategy and scheduling/posting
- Helping to develop and improve upon programming, including, but not limited to: quarterly meetings, mentorship program, member appreciation events, KCWIFT Spirit Awards, KCWIFT Finishing Fund, and our brand new partnership with the Girl Scouts
- If local: Assist at live events
- Assisting on film and commercial shoots as related to the organization

This is a great opportunity for students to see how a nonprofit operates and observe interactions and decision-making among leaders. Our interns will have a hand in the brainstorming process to help develop our organization into something sustainable and attractive. Interns in this program will also have the access to networking with regional leaders, professional development and mentoring.

Desired Skills:

Candidates must be highly self-directed and possess effectual critical thinking skills. Strong communication skills, including high levels of both written and spoken English language, required. Students must be organized and proficient – or have an interest in becoming proficient - in Microsoft Word, Excel, Google Drive, MailChimp, Wordpress, and Facebook Groups. Proactive, independent, manage multiple responsibilities and deadlines from a remote location.

What To Expect During This Internship:

Once per week, our intern manager will send out an email detailing that projects for completion over the next week. Interns are to respond with what they would like to work on, and interact with other interns and appropriate KCWIFT Board Members from there. Board Members are available by email, text, video calls, etc. during the week, and there will be scheduled “office hours” throughout the semester for interns to meet up with board members in person. Interns are also invited to attend Board Meetings, KCWIFT events, partner events and field trips (local news stations, Film Office, etc). There will be a project due at the end of the semester of each intern’s choosing focusing on research, outreach and collaboration, and/or program development and sustainability.

Please note: We would like to work with individual applicants to create a program that they will be excited about and thrive in. The opportunities are endless.

Requirements:

Please send a current resume and cover letter, ***at your earliest convenience***, to president@kcwift.com. Please also make mention of first available start date, days and hours of availability. Samples of work and written communication may be requested. Required education: high school junior or above.