



AMERICAN MUSEUM OF NATURAL HISTORY

Margaret Mead Film Festival

INTERNSHIP OPENING:

Margaret Mead Film Festival/Public Programs Internship at the American Museum of Natural History

The Margaret Mead Film Festival is the longest-running showcase for international documentaries in the United States, encompassing a broad spectrum of work from indigenous community media to experimental nonfiction. The festival is distinguished by its outstanding selection of titles, which tackle diverse and challenging subjects, representing a range of issues and perspectives, and by the forums for discussion with filmmakers and speakers.

The Public Programs division of the museum organizes lectures, workshops, fieldtrips and film screenings related to the museum's temporary and permanent exhibits. Interns will have the opportunity to work on projects related to both the Mead Festival and other public programs.

Interns are critical to our operations and we are currently seeking motivated and creative individuals to work with us. This internship enables interns to learn about film festival production, documentary analysis, museum operations, and outreach strategies, as well as hands-on involvement with the 2012 Margaret Mead Film Festival, and 2012 Traveling Festival. We require our interns to work at least 2 whole days per week (10:00-5:00 pm, M-F) plus assist with 4 evening or weekend programs per semester. Although this is an unpaid internship, many of our past interns have received payment or credit through work-study or academic credit programs offered by their universities.

RESPONSIBILITIES:

Intern tasks include, but are not limited to: general office and administrative support; composing/designing and distributing flyers and posters; overseeing film submissions; compiling and overseeing various mailings; maintaining databases and website; working on outreach, education or web projects; and assisting with marketing/publicity.

QUALIFICATIONS:

Current college or graduate students, preferably with arts, social science or media degrees. Must be reliable, organized and positive. Must have deep knowledge of Excel and Word. Arts/technology knowledge, and knowledge of Adobe Illustrator and Photoshop, a plus.

Applications are considered on a rolling basis.

Please send resume and cover letter as attachments to: Kira Lacks (klacks@amnh.org), subject line "Internship."