SIFF
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FESTIVAL GRAPHIC DESIGN INTERN
Job Description

SIFF's mission is to create experiences that bring people together to discover extraordinary films from around the world. It is through the art of cinema that we foster a community that is more informed, aware, and alive. SIFF's core programs are The Seattle International Film Festival, SIFF Education and SIFF Cinema, operated in SIFF's Egyptian Theater, Uptown Theaters and the SIFF Film Center.

OVERVIEW AND IMPACT
The **Festival Graphic Design Intern** position provides learning and professional development opportunities for someone entering the graphic design, marketing and/or film festival industry. This internship works with the Graphic Design Manager and Festival Graphic Design Associate with a range of print and web projects, such as advertising, lobby displays, printed collateral materials, and web graphics. This internship will provide the opportunity to directly assist in the creation of materials for the 2020 Seattle International Film Festival.

REPORTING RELATIONSHIP
- Reports to the Graphic Design Manager.

PRIMARY DUTIES & RESPONSIBILITIES
- Create and maintain design catalogs of work
- Aid in the design file upkeep, utilizing department naming conventions
- Assist the Graphic Design Manager and Festival Graphic Design Associate with the formatting of images for print, web, mobile, and social
- Help in the creation of different sized digital assets from approved designs as needed
- Create different sizes of SIFF promotional ads for the SIFF 2020 catalog and guide
- Support the creation of SIFF 2020 venue design toolkits for social, web, and e-news marketing
- Assist in the creation of SIFF preshow cinema slides and trailer snipes
- Working closely with the Graphic Design Manager, assist in the creation of Festival 2020 email marketing templates for invitations, press, e-news, and eblasts
- Assist in other design projects as needed

QUALIFICATIONS
- A bachelor's degree (or currently enrolled) in the liberal arts, design, or the equivalent work experience
- Strong working knowledge of Adobe InDesign, Illustrator, and Photoshop
- Knowledge of Microsoft Office, Excel, and Google
- Ability to take initiative, show good judgment, and manage projects
- Exceptional ability to manage details
- Ability to multitask in a fast-paced environment
- Ability to meet deadlines and to anticipate next steps or needs

- Work effectively both independently and as part of a team
- Excellent proofreading skills

BENEFITS
- Résumé and portfolio building experience graphic design, marketing and communications, and the film festival industry
- Hands-on learning from established graphic design professionals in print and web-based graphic design and with Adobe InDesign, Illustrator, and Photoshop
- Great opportunity to learn about what happens behind the scenes of a year-round cinema and an international film festival
- Class credit (if applicable)
- Access to Cinema and Festival programming throughout the duration of the internship

REFERENCES
- Please provide at least three references that should speak to the applicant's sense of camaraderie, integrity, professionalism, responsibility, and flexibility.

INTERNSHIP DATES
- Part-time (15-20 hours/week) January - June 12, 2020

TO APPLY
Email your resume, letter of interest, and three references to interns@siff.net. Please indicate **Festival Graphic Design Intern** in the subject line.