



1122 E. Pike St. Box 1313  
Seattle, WA 98122

[www.threedollarbillcinema.org](http://www.threedollarbillcinema.org)

T: 206.323.4274

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## **DEVELOPMENT AND COMMUNITY OUTREACH INTERN**

### **27TH ANNUAL SEATTLE QUEER FILM FESTIVAL (October 13-23, 2022)**

#### **SCOPE OF WORK**

Three Dollar Bill Cinema fosters deeper community engagement by showcasing queer film programming, educational experiences, and social dialogue. We provide access to films by, for, and about lesbian, gay, bisexual, transgender, and queer (LGBTQ+) people and their families, and a forum for LGBTQ+ filmmakers to share and discuss their work with audiences. We curate themed screenings throughout the year and produce programs in partnership with other arts, cultural, and service delivery organizations in the Greater Seattle area.

#### **BASIC FUNCTION**

Three Dollar Bill Cinema is seeking an organized self-starter with a passion for learning about how events, corporate partnerships, and memberships drive a non-profit organization. This person will be able to work between multiple data points, programs, and provide event support prior to and during the 27th Seattle Queer Film Festival (SQFF), October 13-23, 2022 along with other year-round events that take place during internship.

#### **DATES OF COMMITMENT**

June 1, 2022 to October 31, 2022; full SQFF festival participation and festival post-mortem participation required, in-person/virtual (October 13-23, 2022)

#### **REPORTING RELATIONSHIP**

Reports to the Development & Community Outreach Manager.

#### **DUTIES & RESPONSIBILITIES**

- Assistance in the creation and coordination of annual giving and membership campaigns
- Assists with event coordination - fundraisers, and other potential virtual and in-person events
- Database management, data migration, and updates
- Provides support of corporate sponsorship administration and fulfillment
- Assists with individual giving and sponsorship activities such as donor/member and sponsor communications, documentation of sponsor activations, and assists in the research of potential prospects
- Organizing of all digital sponsor materials, maintain sponsor worksheet
- Support sponsor communications, including new and existing sponsors
- Research and reach out to special-interest groups, educational institutions, and communities, promoting and coordinating outreach on specific films and programs of interest
- Pair interested co-presenters with appropriate films.
- Ensure co-presenters have what they need to promote the Seattle Queer Film Festival, such as text, images, and screening details.

#### **SKILLS AND SUGGESTED EXPERIENCE**

- Collaborative self-starter



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- Passion for organization
  - Interest in Non-Profit Development/Fundraising
  - Strong computer software skills, specifically in Microsoft Office and Google Suite
  - Experience (if possible) in: Canva, Constant Contact, DonorPerfect, SquareSpace, Slack
  - Ability to take initiative, show good judgment, and manage projects from beginning to end
  - Strong attention to detail, effective written and verbal communication skills and a flexible attitude
  - Experience in and keen sense of Customer Service industry
  - Willing to reach out to people through phone calls and emails to make connections
  - Current enrollment or degree in a relevant field or equivalent work experience
  - Familiarity with queer and trans communities
  - Committed to working with people of varying socioeconomic backgrounds, sexual orientations, gender orientations, and racial diversity

#### BENEFITS

- Honorarium \$250/ month for 5 months (\$1250 total)
- One (1) Festival pass for SQFF
- One (1) Festival pass for Translations (2023)
- One (1) Film Fan Membership
- Interact with community members, business managers, and owners in the greater Seattle region
- Gain experience in non-profit development, event management, and volunteer management
- Opportunity to work behind the scenes and experience the largest LGBTQIA2+ film festival in the region
- Flexible internship structure: opportunity for flexible hours and mostly online (part-time or full-time), and/or a tailored plan within the guidelines to meet requirements of your academic program (Class credit fulfillment)
- Valuable fundraising work experience

#### INTERNSHIP DATES

Mutually agreed upon start date in June 2022 through October 31, 2022

#### TO APPLY

**Email your resumé with a short letter of interest to [alanna@threedollarbillcinema.org](mailto:alanna@threedollarbillcinema.org).** Please indicate *Development and Community Outreach*. Position is open until filled.

*Three Dollar Bill Cinema is an equal opportunity employer. We seek to hire candidates that reflect the cultural diversity of our community. We welcome and encourage qualified candidates from all national, religious, racial and ethnic backgrounds, from all gender and sexual identities, and persons living with disabilities, to apply to come part of our organization.*



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## ABOUT THREE DOLLAR BILL CINEMA

**Mission:** Three Dollar Bill Cinema fosters deeper community engagement by showcasing queer film programming, educational experiences, and social dialogue.

**Vision:** Elevating the spectrum of queer stories to help create a just and equitable world.

**Values:** Community Empowerment, Equity, Diversity, Inclusion, Global Awareness, Cinematic & Artistic Innovation, Education & Learning, Impactful Experience, Radical Fun!, and Good Stewardship

### **SEATTLE QUEER FILM FESTIVAL, October 14-24, 2022**

Our flagship program, Seattle Queer Film Festival, has been part of the Greater Seattle LGBTQIA2+ community and beyond since 1996 when it was known as the Seattle Lesbian & Gay Film Festival and has become the largest festival of its kind in the Pacific Northwest. The festival has garnered national recognition for showcasing extraordinary and award-winning work. The festival is also an important venue in the local Seattle film scene, and inspires members of our community to express their creativity through film and video.

### **TRANSLATIONS: SEATTLE TRANS FILM FESTIVAL - May 4-7, 2022**

Three Dollar Bill Cinema presents this groundbreaking film festival to provide the Pacific Northwest with a venue for films by, for, and about transgender people, encouraging visibility and positive representations of transgender issues. Launched in 2006, Translations is one of only a few transgender film festivals in the world.

### **REEL QUEER YOUTH - August, 2022**

A video production and media literacy training for LGBTQIA2+ youth and their allies ages 13-20. Use professional camera and editing equipment to express yourself in a safe, open, and fun environment with a team of professional filmmakers and mentors. Working in small groups, you will complete a short film. Cost is pay-what-you-can. Online applications open in the Spring.