



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

www.threedollarbillcinema.org

T: 206.323.4274

MARKETING & AD SALES 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 someone who is passionate about marketing and communications. This intern will work on the creation and implementation of TDBC's overall marketing and communications plan for the festival and programs, as well as coordinate our new ad sales initiative. The tasks will focus on promoting Seattle Queer Film Festival and other programs through social media and providing hands-on experience on how to build awareness within the community.

DATES OF COMMITMENT

June 1, 2022 to October 31, 2022; Full SQFF festival participation required (October 13-23, 2022) as well as participation in the post-festival learnings discussion.

REPORTING RELATIONSHIP

Reports to the Festival Director and Marketing Manager

DUTIES AND RESPONSIBILITIES

- Run and coordinate ad sales with local businesses and community organizations
- Create social media content including posts, stories, events, videos, lives, etc. on various platforms (Instagram, Twitter, Facebook, Youtube)
- Research and post story leads, follow film/entertainment news sites to curate content for posting in Facebook groups, online event calendars, and community partner organizations
- Monitor paid advertising campaigns on Instagram and Facebook
- Assist in developing and implementing promotional opportunities to gain additional exposure through contests, creative promotions, and more
- Assist with the distribution of SQFF27 promotional materials, and other print and virtual collateral to other venues and businesses before and during Festival.
- Work with Marketing Manager to resize print and web-ready collateral materials for the 2022 Seattle Queer Film Festival in keeping with the quality, style, and taste of the organization.
- Assist with social media and photographer coordination during the days of the festival (October 13-23)

SKILLS AND EXPERIENCE

- Collaborative self-starter
- Strong working knowledge of social media networks



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- PR, community outreach, and graphic design
 - Great organizational skills and follow-through in managing detailed projects.
 - Experience (if possible) in: Canva, Constant Contact, SquareSpace, Slack
 - Ability to use Mac computers, Google Suite, Microsoft Office
 - Ability to take initiative, show good judgement, and manage projects from beginning to end
 - Effective written and verbal communication skills (phone, zoom, and email), and a flexible attitude
 - Familiarity and some experience working with the LGBTQIA2+ community
 - 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 (2022)
- One (1) Film Fan Membership
- Interact with community members, business managers, and owners in the greater Seattle region
- Gain experience in non-profit marketing and communications
- Opportunity to work behind the scenes of 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)

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 and examples of previous work to court@threedollarbillcinema.org. Please indicate *Festival Marketing Intern*. 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 13–23, 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, 2023

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 1–5, 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.