



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

www.threedollarbillcinema.org

T: 206.323.4274

PROGRAMMING 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 a film-loving programming intern who is passionate about sharing queer cinema with our communities. This position will provide learning and professional development opportunities for someone excited about entering the film festival industry, and will work in conjunction with the Festival Director and Programs and Operations Manager in the implementation of the overall festival plan for the 27th Annual Seattle Queer Film Festival. The bulk of the role will consist of curation of shorts programs (watching films and recommendations), coordination with filmmakers and distributors, tracking film submissions, print traffic, technical support, and film guide copy-writing and editing, along with assisting with festival events during festival dates.

This intern position provides hands-on experience, access to the inner workings of film festival programming and production, and mentorship by seasoned film festival professionals.

DATES OF COMMITMENT

June 1, 2022 to October 31, 2022

REPORTING RELATIONSHIP

Festival Director and Programs and Operations Manager

DUTIES AND RESPONSIBILITIES

- Watch, rate, and recommend short films
- Import and maintain current film information for submission database (FilmFreeway)
- Send out acceptance and rejection notifications
- Assist with program book production (copy-editing, page numbers, film stills, film descriptions etc.)
- Coordinate the collection of materials coming in for festival (film files, stills, captions, & publicity materials)
- Help with organizing the films for the jury
- Assist the marketing team to provide info about films and filmmakers as well as screeners and stills
- Help build the festival website: upload information (photos, blurbs, etc.)
- Upload to cinesend for online streaming part of festival and quality checks of all films
- Work with and support senior staff team in festival production: this includes writing, and collection of film descriptions, as well as the collection of film stills
- Introduce and conduct Q&A's with filmmakers and films and assist guest coordinator in hosting guests



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- Assist on site at festival events as needed including: ticket sales, guest check-in, event set up, event take down, filmmaker relations, etc.
 - Other duties as assigned by the Festival Director and Programming and Operations Manager

QUALIFICATIONS

- Collaborative self-starter
- Interest in Non-Profit organizing and a love of film and the arts
- Desire to learn about curation and programming
- Ability to work virtually (zoom, google meet, slack)
- Strong computer software skills, specifically in Microsoft Excel, Word, and google drive (Mac-based office)
- 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
- Familiarity with queer and transgender 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 (2022)
- 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, programming / curation, 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 (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 from June 1 2022 through October 31, 2022

TO APPLY

Email your resumé with a short letter of interest to maddy@threedollarbillcinema.org. Please indicate *Festival Programming 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 TRANSGENDER 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.