



HOSPITALITY INTERN Position Description

ABOUT FRAMELINE

Founded in 1979, Frameline's mission is to strengthen the diverse LGBT community and further its visibility by supporting and promoting a broad array of cultural representations and artistic expression in film, video and other media arts. Frameline's integrated programs provide critical funding for emerging LGBT filmmakers, reach hundreds of thousands with a collection of more than 200 films distributed nationally, and create an international stage for the world's best queer film through the San Francisco International LGBT Film Festival and additional screenings and cinematic events.

NATURE OF THE POSITION

The Hospitality Intern runs the Film Festival Green Room, caters to the needs of VIPs and other guests, and manages volunteer Hospitality Hosts and Theatre Hosts. In relation to Frameline32: San Francisco International Film Festival (June 19 – 29, 2008).

Reports to:	Program & Hospitality Associate
Compensation:	This is an unpaid internship. Frameline Festival staff badge, 20 regular comp tickets, festival t-shirt. <i>Students can arrange to receive credit for their internship and should see their advisors or department chairs for procedures and requirements.</i>
Status:	Temporary
Schedule:	Late April–July 3, flexible hours

QUALIFICATIONS

- Excellent interpersonal skills
- Knowledge or interest in LGBT Film/Cinema
- Ability to work independently as well as part of a team
- Effective communication and organizational skills
- Ability to interact gracefully with Film Festival guests
- Detail-oriented and demonstrated attention to accuracy
- Responsive to unpredictable workflow and hours
- A minimum 10-hour per week commitment for 12 consecutive weeks beginning the last week of April
- Fluency in Macintosh-based applications including MS Office and Filemaker Pro
- Sense of Humor

DUTIES AND RESPONSIBILITIES

- Set up and manage Green Room at Castro Theatre mezzanine
- Greet VIPs at all Film Festival venues
- Coordinate schedules, duties, and training for volunteer Theatre Hosts for all screenings with attending filmmakers (except Parkway)
- Update and maintain Festival Day by Day at all Festival venues
- Locate and greet attending filmmakers at their screenings and ensure that they are presented to the staff or board member introducing the program. They will go over the protocol for the intro and Q & A if applicable
- Ensure that filmmakers are comfortable (in the Green Room if applicable) and provided with reserved and/or preferential seating
- Attend daily meetings with Film Festival staff
- Field all after-hours guest services requests at the Castro Theatre.
- Complete post-Film Festival written wrap report and update relevant section P&H Manual

TO APPLY

Please send cover letter with resume to:

Frameline32
Hospitality Internship
145 Ninth Street, Suite 300
San Francisco, CA 94103
Or via e-mail: sderagon@frameline.org
Subject: Hospitality Internship Search

No phone calls, please.

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