



**PUBLIC RELATIONS 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 Public Relations Intern will work closely with Frameline's Public Relations Coordinator and outside Public Relations firm (Larsen Associates) to assist in preparation of press materials and aid in communication with press contacts related to Frameline32: San Francisco International Film Festival (June 19 – 29, 2008).

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

**QUALIFICATIONS**

- Excellent interpersonal skills
- Knowledge or interest in LGBT Film/Cinema
- Effective communication and organizational skills
- Ability to work independently as well as part of a team
- Detail-oriented and demonstrated attention to accuracy
- Responsive to unpredictable workflow and hours
- A minimum 16-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**

- Collect, produce, duplicate and distribute press materials
- Duplicate VHS/DVD films for publicity purposes
- Aid in creation of photo CD and clip reel DVD
- Online film research
- Handle press requests for screeners
- Help prepare for and attend Festival press conference
- Participate in press desk coverage during the Festival
- Complete post-Film Festival written wrap report

## **TO APPLY**

Please send cover letter with resume to:

Frameline32

Public Relations Internship

145 Ninth Street, Suite 300

San Francisco, CA 94103

Or via e-mail: [lmcginnis@frameline.org](mailto:lmcginnis@frameline.org)

Subject: Public Relations Internship Search

No phone calls, please.

*Frameline is an equal opportunity employer and is firmly committed to complying with all federal, state and local equal employment opportunity ("EEO") laws. Frameline strictly prohibits discrimination against any employee or applicant for employment because of the individual's race, creed, color, sex, religion, national origin, age, gender identity or expression, sexual orientation, height and weight, disability, marital status, partnership status and any other characteristic protected by law.*