ARTSQUEST
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Year-Round Internship Projects

Programming- Cinema

Cinema Internship

Cinema Interns will get hands-on experience with programming ArtsQuest's many cinema events while also learning the necessities of running two full-sized theatre venues. The Frank Banko Alehouse Cinemas are a two-screen independent cinema located in the ArtsQuest Center at SteelStacks and interns will be proactive in the organization and execution of events in these theaters. This internship is open to all majors, but those with a background in film will find it particularly valuable.

Responsibilities may include:

- Assist the Programming Manager and Coordinator to create and evaluate cinema-based programs and events which support ArtsQuest's mission in engaging community through arts.
- Aid in the coordination of cinema bookings
- Assist with organizing and setting up event posters and advertisements
    - This may include creating trailers that run before screenings
- Assist the Marketing department with creating new marketing angles across various social media platforms
- Perform an environmental scan of the activities of other cinemas around us
- Logging film posters into inventory
- If spring intern, aid in the coordination of the Greater Lehigh Valley Filmmaker Festival and the Red Carpet Oscar Party
- Attend Cinema Committee meetings and act as active note-taker during said meetings
- Though schedule is flexible, interns will need be available most Thursday, Friday, and Saturday evenings

Qualifications:

- Currently enrolled in a full time undergraduate or graduate degree program
- Ability to set and adhere to strict deadlines
- Excellent verbal and written communication skills
- Able to work individually as well as part of a team in a fast-paced environment
- A passion for cinema

If you are interested in the internship listed above, please include your major GPA, and follow the **Application Instructions, and Internship Timeline** posted on our website at www.artsquest.org/info/internships for all the details for qualifying and applying.