

Internship Opportunities /Spring 2021

The **Business Development Intern** will help research and liaise with prospective sponsors and donors, as well as prepare letters to sponsors, update press kits and marketing materials. Prospective interns should have an interest in virtual event planning, marketing, arts administration, fundraising and communication.

Required Skills:

- Research skills
- Strong written and communication skills
- Highly organized
- Knowledge of Microsoft Office and Google Apps
- Knowledge of social media platforms

Preferred Skills:

- Knowledge of and experience with photography and Photoshop
- Knowledge of non-linear editing software is a plus

FILMMAKER Magazine Internship

FILMMAKER is a quarterly publication (published by The Gotham) covering issues relating to independent film. The magazine was founded in 1992 by Karol Martesko-Fenster, Scott Macaulay and Holly Willis.

With a readership of more than 60,000, the magazine includes interviews, case studies, financing and distribution information, festival reports, technical and production updates, legal pointers, and filmmakers on filmmaking in their own words.

Responsibilities:

- Support the FILMMAKER team by creating newsletters and content for social media platforms.
- Fact checking and proof-reading material.
- Optimize FILMMAKER content in search engines, including articles, ads, etc. (Knowledge of google search engine workings is helpful.)
- Assist in providing customer support to our FILMMAKER subscribers.

Additional Skills:

Access to Adobe's Creative Suite
Basic SEO knowledge

Marketing and Membership Internship

Educational Benefits:

- Design and implement large-scale digital marketing campaigns including advertising.
- Understand a wide range of marketing platforms to promote various Gotham programming, including email marketing, social media outreach, website content, and more.
- Research strategies and methods for data collection, in addition to practical implementation.
- Gain hands-on practice using advertising platforms.
- Learn how a sponsorship(s) operates within a non-profit.

Responsibilities:

- **Consistent Work:** Create newsletters and social media copy, tag the appropriate people if not provided, assist in posting events internally within our system.
- **Research:** Discover potential organizations and communities in which The Gotham can partner with as well as alumni news.
- **Recordings:** Organize recordings on our Vimeo page and create a page on our site where our community can view recorded panels, screening discussions, masterclasses, etc.
- **In Office Support (if applicable):** Assist with the digitization of files, clean-up of materials and equipment from our former Media Center space as well as contribute to the decoration of the office.
- **Gotham Z:** Assist membership & marketing coordinator with everything Gotham Z: From programming support to member assistance.

Additionally:

- Represent the Gotham at various virtual public events.
 - Create content for social media platforms (Twitter, Facebook, YouTube, and Instagram).
 - Draft blog entries: Member interviews, photo essays, and behind-the-scenes content.
 - Complete various administrative duties (data entry, fulfill mailings, inventory, invoicing) and support the Gotham team when extra help is needed.
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The Gotham Curatorial Fellowship Opportunities

The Episodic Lab and International Programming Fellows will support our Senior Manager & Producer of International and Episodic programming.

Responsibilities:

- Provide administrative support for various programs.
- Manage applications to our episodic lab and international programming.
- Opportunity to pre-screen episodic lab submissions with oversight from programmers, including writing detailed reviews for the decision-making process.
- Conduct research to enhance the reach of our community.
- Assist programmers on various projects related to year-round events and collaborations.
- Participate in weekly meetings with our programming department.

Additional Skills:

- Proficiency in multiple languages.
- Access to Adobe's Creative Suite.

Non-fiction Programming Fellows will support our Senior Program Manager of our Nonfiction and Fiscal Sponsorship programs.

Responsibilities:

- Provide administrative support for various programs.
- Maintain programming databases.
- Opportunity to pre-screen lab and Gotham Week submissions with oversight from programmers, including writing detailed reviews for the decision-making process.
- Conduct research for new releases and upcoming film productions for tracking purposes.
- Assist programmers on various projects related to year-round events and collaborations.
- Participate in weekly meetings with our programming department.

Narrative Programming Fellows will support our Director of Narrative Programming.

Responsibilities:

- Provide administrative support for various programs.
- Manage applications to our episodic lab and international programming.
- Opportunity to pre-screen episodic lab submissions with oversight from programmers, including writing detailed reviews for the decision-making process.
- Conduct research to enhance the reach of our community.
- Assist programmers on various projects related to year-round events and collaborations.
- Participate in weekly meetings with our programming department.