

## Film Festival at UC Davis Student Producer Internship Application

### General Position Description:

The student producer(s) of the Film Festival at UC Davis is responsible for the organization, publicity, and presentation of the Festival. This is an all-year commitment that begins in the fall and ends in the spring, after the Festival closes. The student producer must be willing to commit at least 20 hours per quarter in fall and winter, and 40-60 hours in spring. The internship is worth 1-4 units.

Student must have excellent organizational, communication skills, as well as a proficient understanding in working with digital video. You will be the point of contact for both faculty members and students regarding the festival; you must be familiar with all rules and guidelines regarding the Festival and able to answer any and all questions. Responsibilities include: making contact with Festival producers to confirm all dates and deadlines for the Festival (including faculty review session to select final program, and any other meetings necessary), the distribution of Festival publicity materials (social media/posters/flyers) to campus and off-campus locations, in-class presentations to advertise the Festival and submission process, coordinating online submissions with the Technical Director, as well as prepping the Varsity for screening.

### Technical responsibilities:

Technical aspects of the Festival include collecting and assembling all submissions, consolidating all submission types into digital format for faculty to view and burning films onto a Blu-ray disc for screening at the Varsity. Pre-screening films at the Varsity Theatre is a requirement to ensure the quality of the program. You are the point of contact for technical questions for the Festival, particularly the guidelines filmmaker's must follow for an acceptable submission.

### Necessary Qualifications:

- Excellent Communication and Organization Skills
  - Promptly and efficiently reply to festival-related emails/questions
- Proficiency with digital/non-linear editing software (Final Cut Pro, etc.), and other programs including but not limited to QuickTime, Handbrake, etc.
- Proficiency with digital file formats and ability to troubleshoot software or file incompatibilities
- Must have a working knowledge of digital video production
- Both Mac and PC knowledge

Specific duties include: arranging for submissions to be turned into ART 101, collecting the submissions at the deadline, ensuring that file size, ratio, etc. follows the submission guidelines, using Vimeo to set up the faculty viewing session, and creating a spreadsheet that details the submissions (including film title, filmmaker, duration, genre, and notes for faculty review). Once the faculty selects the final program it is your responsibility to create the Festival program that will be viewed at the Varsity Theatre. The program must consist of one long, continuous

program that includes the official Festival opening credits, inter-titles between each film, and end credits.

Publicity responsibilities:

Publicity includes working closely with the Theatre and Dance publicity office. It is your responsibility to make sure the students and residents of Davis are aware of the Festival as an opportunity to both exhibit and view student cinema.

Responsibilities include the creation of the Film Festival publicity image (poster) for the year. You will work closely with faculty producers and the publicity department. Publicity includes classroom presentations each quarter making students aware of the festival as an opportunity to exhibit work. You will also continue to foster the relationships with Film Festival sponsors. In conjunction with the Theatre and Dance publicity office you will be responsible for publicizing the Festival in print as well as online (including social networking sites like Facebook, Twitter, etc.). Publicity may include print, radio, newspaper interviews which you attend as well as arranging student filmmaker representatives to attend. You may also be required to write materials for the Festival that will be used for publicity purposes.

Job requires a creative, meticulous, energetic and well-organized person who is a strong writer and does not mind being the face or voice of the Festival. You will work very closely with the technical director to maintain the professionalism and quality of the Festival. You serve as the main point of contact for the Festival. Be prepared to answer any and all questions whether its publicity or technical.

### **Written Application**

*Please answer the following questions. Responses must be typed and emailed to [ucdfilmfest@gmail.com](mailto:ucdfilmfest@gmail.com) no later than **Wednesday, May 27<sup>th</sup> at 5:00 pm.***

- 1. Why do you want to be the Student Producer of the Film Festival at UC Davis?**
- 2. What qualifications and/or prior experience would you bring to the position?**
- 3. What do you foresee as your greatest challenge in the position?**
- 4. Interviews for the position will be held on June 4<sup>th</sup> and 5<sup>th</sup>. Please list your availability for both days.**