

Heartland Truly Moving Pictures Job Description
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**Job Title:** Film Programming Intern (unpaid; January – May 2012, with flexible scheduling available)

**Position Overview:** Interns will research independent films appropriate for entry to the Festival, and will evaluate film entries, provide written reviews, discuss films with Heartland selection staff, and compile synopses for the selected films. Interns will view approximately 100 short and feature length films online and on DVD. Interns will be asked to assist in administrative/research assignments at the Heartland offices during times when there are fewer films available for screening.

**Requirements**

- Strong communication skills – written and verbal
- Strong organizational skills
- Thorough researching skills
- Strong knowledge of film
- Ability to analyze film critically and from the perspective of Heartland's mission
- Familiarity with Microsoft Office

**Preferences**

- Familiarity with film and the independent filmmaking industry helpful but not required
- Nonprofit experience helpful but not required
- Familiarity with Filemaker Pro preferred but not required

Send resume and cover letter to Tim Irwin at [tirwin@TrulyMovingPictures.org](mailto:tirwin@TrulyMovingPictures.org)