

STW Film Festival Licensee Intern
Job Description and Objectives

This internship with Save The Waves Coalition reports to the Film Festival Director and Community Manager and is a computer based research and communications position. Successful execution of duties will help increase awareness of STW mission and environmental programs through promotion of our film festival licensee program. Approximately 10 to 12 hours per week are expected and will be committed in the Save The Waves offices in Davenport, CA. Position is open until filled.

The position is equal parts research and outreach. Through creation and management of a database listing colleges and appropriate contacts at outdoor/environmental orgs, this position will target, engage, and promote the licensing of the film festival program. This project is turn key and attention should be given to all data compiled so it is able to be handed over and followed by another future intern.

The ideal candidate can complete quality work on their own, think independently and creatively, meet deadlines on time and ready, and communicate challenges to deadlines ahead of time. The successful candidate will engage a diverse audience of potential licensees, create and manage relationships on behalf of STW and themselves, and take a vested interest in the success of the licensee program and film festival.

Roles and Responsibilities

1. Create and maintain a clean database of potential licensees at academic institutions and environmental organizations throughout the country, organized by region, with a goal of 150 institutions and contacts.
2. Support FF Director and CM in bringing other licensees online as they become known. Ensure they receive licensee content, provide payment to STW, and have questions answered in a timely fashion.
3. Advance contacts from database to official licensees wherever possible. Qualitative and quantitative feedback on this process will help inform the improvement and development of this program goal.
4. Manage the transfer of licensee content, marketing assets, and required goods in a timely and successful fashion. Ensure licensee contacts receive what they need when they need it. Seek support from FF Director or CM as needed.
5. Attend in person meetings on a bi-weekly basis with FF Director and CM to ensure success is on track and support is leveraged where needed.
6. STW will endeavor to provide all promotional assets needed to establish interested parties, answer all questions about content and timing of delivery, and support the intern in the targeting, tracking, and achievement of stated goals.
7. Document processes, create templates, and build out a system that is replicable for the next intern candidate.

Please send a resume and brief introductory letter highlighting qualifications and desire to work with Save The Waves to films@savethewaves.org