



**285 North Trade Street, Tryon, NC 28782**

**Internship Type:** Paid 3-month hybrid Internship (Fall 2023 Semester)

**Pay:** \$2,000.00 paid in three increments during the semester, based on submitted written reports of tasks completed aligned with agreed upon scope of work provided and reviewed with the Intern.

**Employer Overview:** Polk County Film Initiative's (PCFI) is a nonprofit organization founded in 2013, based in Tryon, NC serving as the catalyst for the development of media arts in the region. PCFI's Media Arts on the Move project will broaden the organization's goals of expanding opportunities for middle, high school and college students to build the next generation of media arts professionals and entrepreneurs in Western NC and the surrounding region. Funding provided by a grant from The Community Foundation of Western NC. Interns will work alongside PCFI's experienced Executive Director and Education Director who are seasoned in supporting interns reach their goals and fulfill internship requirements.

**Internship Overview:** One paid semester-long internship is available for each of Fall 2023 and Spring 2024 semesters to two selected students studying film or media arts or a like track. Time commitment is 5 – 7 hours/week on average.

**Application Deadline:** September 13, 2023 via email

**Start Date:** September 20, 2023

**Work Location:** Remote & In-Person (flexible based on task). Self-transportation is required for designated meeting and festival dates. Gas cards of \$150 will be provided to support transportation during the internship period.

**Schedule:** Flexible hybrid schedule based on activities and coordination with intern & PCFI.

**Internship Objectives:** During the internships, participants will

- Increase their understanding of film festival development and administration.
- Gain in-person experience in implementing a film festival: dates TRIFF23 (Oct 6 – 8, 2023)
- Build skills in presenting by contributing to the design and implementation of the TRIFF Education Institute during a film festival with ideas and participation in a workshop with Education Director (dates below).
- Advance film production resources & opportunities in WNC
- Build portfolio with contributions to publications & web-based research and interviewing to develop a "Camera-Ready Region" website with assets to support film production and media arts development in WNC & contributions to the creation of a web-based "Camera Ready Region" asset library to foster the development of media arts, film production and variety of career options in film and media arts in the region, including intern credits on tools,

**Applicant Requirements:**

- Current student in good standing attending a college or university in Western NC (second year community college student or Sophomore or higher-level university student)
- Majoring or studying media arts, film or communications track
- Proficient in Microsoft Office
- Availability to be an active participant in TRIFF23 film festival (October 6 – 8, 2023) for Fall 2023 applicant
- Common-sense thinker.
- Responsible, Creative, Organized, Good communicator in person and in writing.
- Working computer with Microsoft Office & reliable internet access

**How to Apply:** Submit a completed application via email by September 10,, 2023 for Fall 2023 internship to [directorpcfi@gmail.com](mailto:directorpcfi@gmail.com) sharing why you are interested in this internship & furthering the film industry in WNC. Attach a current one-page vitae and one reference letter from a recent instructor/professor.

**Interviews:** Remote interviews will occur September 16-18, 2023. via Learn more about PCFI & TRIFF at [tryoninternationalfilmfestival.org](http://tryoninternationalfilmfestival.org).