



HCAS Outreach Intern Summer 2021 Job Description

Title: Outreach Intern

Organization: Houston Cinema Arts Society

Location: Remote with option to work at 4200 Montrose Blvd, Suite #110

Website: cinemahtx.org

Reports to: Associate Creative Director

Contact: Michael Robinson | [michael @ cinemahtx.org](mailto:michael@cinemahtx.org)

Part Time Position

Job Description:

Houston Cinema Arts Society seeks an organized and self-motivated Outreach Intern to strategize and manage outreach efforts with filmmakers, film societies, and maker communities for both HCAS-run short film competitions, CineSpace and Borders | No Borders. The intern will work under the supervision of the Associate Creative Director and build off of previous outreach and identify opportunities for growth. The intern will also work on outreach for year round and summer programming, including outdoor and virtual events.

The ideal candidate will be independent, self-managing, and organized, with a passion about film. The candidate should also be equally comfortable in both taking initiative and taking direction.

Responsibilities:

- Communicate with the Borders | No Borders Screening Committee
- Review Borders | No Borders and CineSpace Submissions
- Research and connect with potential outreach partners
- Strategize new ways to increase filmmaker engagement across both competitions
- Serve as the point of contact for filmmaker questions
- Originate original promotional material to circulate
- Amplify visibility of both competitions in filmmaker and exhibition spheres
- Interface with NASA on CineSpace needs, including coordinating marketing and outreach efforts

Qualifications:

- Current undergraduate student in film, communications, or related field
- Proficiency in Adobe Photoshop and/or InDesign
- Experience in a non-profit and/or video production environment a plus
- Excellent organizational and administrative skills



- Must be at least 18 years of age
- Excellent self-management and problem solving skills
- Excellent communication skills

Timeline:

This position has a flexible schedule with a recommended 20-25 hours a week. This position will be remote with the option to come into the office. The end date is flexible, with an estimated end date of mid August. Most work will be done between 9am to 5pm Mondays through Fridays with exceptions for events.

Equal Opportunity Employer:

Houston Cinema Arts Society (HCAS) provides equal opportunity for all qualified applicants and employees, without regard to race, color, religion, sex, national origin, age, disability, veteran status, gender identity, political preference, sexual orientation, marital status, citizenship, or other status protected by law or regulation.

HCAS prohibits discrimination in any aspect of employment, including hiring, promotion, demotion, transfer, layoff or termination, rates of pay, or selection for training.

How to Apply:

Please email your resume and cover letter to Associate Creative Director, Michael Robinson, at michael @ cinemahtx.org with the subject line "Outreach Intern Application". Applications will be reviewed on a rolling basis through April 19th.

About Houston Cinema Arts Society:

Houston Cinema Arts Society (HCAS) has put the nation's fourth largest city on the map among film industry professionals, artists, and film aficionados as a premier showcase for the moving image. The organization celebrates and illuminates the vitality of America's most diverse city with film, mixed media, performance and installation focused exhibition programming as well educational and film industry field building focused programming. HCAS launched its inaugural five-day Film Festival in 2009. In addition to its now-annual Houston Cinema Arts Festival (HCAF), held in November, HCAS presents a variety of initiatives and programs, including a growing schedule of year-round screenings, events, educational and field building programming.

Recent initiatives include presenting the Sundance Satellite programming in association with the 2021 Sundance Film Festival, Black Media Story Summit-Texas in partnership with Black Public Media and the Austin Film Society, CineSpace, a short film competition in collaboration with NASA, and Borders | No Borders, a short film competition for residents of Texas, bordering states, and Mexico.