Position: Administrative Intern  
Reports To: Executive Director, General Manager, Marketing Coordinator  
Duration: July 04, 2022 through August 12, 2022  
Part-Time/ 20 Hours, Flexible; some evening and weekend availability necessary  
Compensation: $1,200 stipend

Houston Cinema Arts Society (HCAS) is seeking an enthusiastic candidate for our Summer Administrative Internship. This position will have the opportunity to observe the Executive Director and General Manager in processes related to Development, Marketing, Outreach, and Operations in a small Nonprofit Arts Organization.

**About the organization:**

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 as 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.

Houston Cinema Arts Festival, Houston’s largest film festival, is the centerpiece of HCAS. This multi-venue and virtual festival includes over 50 short and feature-length narrative and documentary films, live performances, music, installations, panel discussions, free programming, student/youth focused programming, and two filmmaker competitions. Since 2009, HCAF has brought such notable guest artists as Guillermo Arriaga, Euzhan Palcy, Tilda Swinton, Shirley MacLaine, Patricio Guzmán and Isabella Rossellini. Other names include Elegance Bratton, Lemohang Jeremiah Mosese, Joyce Chopra, Tracy Letts, John Turturro, Amber Tamblyn, Loira Limbal, Kimberly Rivers-Roberts, Ethan Hawke, Carrie Preston, Clement Mensah, Arthur Jafa, Robert Redford, Chuko and Arie Esiri, Joseph Kahn, James Ivory, Norris Wong, Julie Taymor, Lourdes Portillo, Akosua Adoma Owusu, and Adele Pham. The festival has also hosted Texas talents like Bassam Tariq, Richard Linklater, Channing Godfrey Peoples, Ja’Tovia Gary, Patrick Wang, Gracie Chavez, Ivette Lucas, Trey Edward Shults, Jonathan Caouette, Harrison Guy, Patrick Bresnan, DJ Red, Lisa E. Harris, Stephanie Saint Sanchez, Thomas Haden Church, Jefferson Pinder, Candice D’Meza, Ben DeSoto, and DJ Flash Gordon Parks.

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 Austin Film Society, the short film competition CineSpace in collaboration with NASA, and the regional short film competition Borders | No Borders for residents of Texas, bordering states, and Mexico.

For more information, visit [www.cinemahtx.org](http://www.cinemahtx.org)
Responsibilities:
This Administrative Intern will work closely with the Executive Director on Development, Marketing, and Outreach Initiatives, to include researching relevant partner organizations of similar size and scope to the Houston Cinema Arts Society, organization of administrative materials, and maintaining structures of information related to client and donor relationships.

This position will be invited to attend all weekly staff meetings the Executive Director has with our partner organizations, and will be able to closely observe the early stages of the planning process for our annual November Festival.

Other Responsibilities will include:
● Researching Foundational and Corporate Fundraising Opportunities
● Assisting with the Maintenance of a Development Schedule for the Organization
● Paperwork Filing and Assisting with Document Retention Processes
● Marketing Support to Include Social Media, Newsletter, and Website Updates
● Other Administrative Duties as assigned, relevant to the scope of the position

Experience and Qualifications:
● Strong interpersonal skills and a passion for Nonprofit Arts.
● Proficient in Office Suite for presentation, spreadsheet, and scheduling.
● Detail-oriented and able to multitask in a fast paced environment.
● Strong organizational abilities.

Considerations regarding COVID-19:
Houston Cinema Arts Society is strongly committed to the health and safety of our patrons, volunteers, and staff. As such, we will be requiring all staff to be fully vaccinated against COVID-19, including the corresponding booster shot, by their first date of employment. Considerations will be made for staff who are unable to receive the vaccine due to other health concerns or religious beliefs. Any staff may be asked for their Vaccination Status at any time, and unvaccinated staff members will be required to submit to screening questionnaires, temperature checks, and regular testing for COVID-19.

HCAS Commitment to Diversity and Inclusion:
Houston Cinema Arts Society is an Equal Opportunity Employer. We are committed to bridging cultural gaps and creating an environment of inclusion and equity for all. As such, HCAS does not discriminate on the basis of race, color, religion, sex, national origin, age, disability, marital or familial status, sexual orientation, gender identity, veteran status or any other basis prohibited by local, state, or federal law. We encourage people of all backgrounds to apply, including people of color, women, LGBTQ+ individuals, and people with disabilities, veterans, and others who demonstrate the ability to help us achieve our vision of a diverse and inclusive community. Successful candidates will commit to an equitable and inclusive workplace, including but not limited to: racial equity, accessibility for individuals with disabilities, use of gender inclusive language, and cultural sensitivity.

How to Apply:
Please send your resume and cover letter to jobs@cinemahtx.org with the subject line “Administrative Intern Application” + your first and last name.