



The Southern Fried Film Festival **June 11-14, 2020**

The Southern Fried Film Festival is an international film festival in Huntsville, Alabama. The 2020 festival will take place at Stovehouse and will have film, music and tech panels throughout the 4 day event.

Volunteers will help coordinate with us. We are seeking volunteers to donate a few hours a week, working in our office for the following areas:

Sponsorship

Responsibilities:

- Identify and solicit individual, corporate and foundation sponsor prospects
- Maintain contact and relationships with sponsor prospects
- Renew current major sponsorships and encourage upgrading sponsorship levels when possible
- Assemble sponsorships materials, including letters, proposals, budgets, and presentations
- Ensure prompt acknowledgement of sponsorships received
- Maintain calendar and meet deadlines for event sponsorships
- Prioritize projects to keep multiple projects moving in a timely manner
- Ensure that sponsors receive full benefits of sponsorship, including execution of all activations as laid out in sponsors agreements
- Report progress in sponsorship research, sponsorship inquiry and outcome
- Trained on Festival ticketing system to assist sponsor requests, changes, issues for all festival events
- Perform other duties and responsibilities as assigned.

Social Media

Responsibilities:

- Build and maintain a community for our website users through Facebook, Twitter, Instagram and other appropriate social media platforms.
- Experience & understanding of Facebook, Twitter & Instagram
- Develop a content calendar and produce content across a variety of social media platforms
- Ability to collect and analyze data across platforms and work to optimize content
- Interest in developing and posting Video Content
- Interest in understanding and analyzing digital audiences

Gala/Party Planning

Responsibilities:

- Research and contact businesses and restaurants in town for partnerships
- Attend festival parties, set-up and tear-down, and act as an SFFF Contact person for guests with questions

Programming: Films

Responsibilities:

- Assist in screening and reviewing any required film submissions
- Soliciting films prior to the festival
- Work to obtain and count ballots for films in competition and help notify winners after announcement for respective sections
- Assist in notifying all filmmakers of acceptance by the Festival
- Ensuring all filmmaker worksheets are completed and no required information or assets are missing.
- Coordinate programming meetings and attending conference calls
- Coordinate all film materials before, during and after the festival
- Assist in assuring festival exhibition copy arrives on time and is returned promptly to the correct address

Programming: Music

Responsibilities:

- Assist in screening and reviewing potential musicians
- Create spreadsheets of potential musicians
- Assist in notifying all musicians of acceptance by the Festival
- Ensuring all musician agreements are completed and no required information or assets are missing.
- Coordinate meetings and attending conference calls
- Coordinate all music festival materials before, during and after the festival

Programming: Tech Panels

Responsibilities:

- Create and update spreadsheets of potential speakers
- Soliciting films prior to the festival
- Work to obtain bios and photos for festival materials
- Assist in notifying panelists and speakers of acceptance by the Festival
- Ensuring all panelist and speaker worksheets are completed and no required information or assets are missing.
- Coordinate programming meetings and attending conference calls
- Coordinate all tech session materials before, during and after the festival

Qualifications: Open to all majors. Must have their own transportation and computer. This is an unpaid internship.

Non-Credit Duration: Beginning March 1 through the end of Spring Semester. We welcome them to stay on through the end of the festival (Jun 19).

Please apply by sending their resume to admin@southernfriedfilmfestival.org