

ACT Human Rights Film Festival 2019-20 Operations and Volunteer Management Intern

The 5th annual ACT Human Rights Film Festival comes to Colorado State University April 3 – 11, 2020. Produced by the Department of Communication Studies, the festival takes place on and off campus and showcases the best in human rights cinema from around the world. The Operations and Volunteer Management Intern plays a key role in the ACT Human Rights Film Festival's success. The Operations and Volunteer Management Intern helps with programming, event planning/execution, and manages volunteers. This is a yearlong internship, with one-credit earned in the fall 2019 semester and two-credits earned in spring 2020. Please do not apply if you cannot commit to participating for two concurrent semesters. Intern reports to ACT's Managing Director. Location of office varies depending on task. A laptop computer is available for use. Access to a car and clean driving record preferred. Key duties include:

Fall 2019 (Credit to Work Hours Ratio: 1 Credit = 45 Work Hours)

Volunteer Coordination Planning

Goal: To have plans in place and strong festival familiarity prior to "Festival Season" in the spring semester.

- Create systems and prospect lists for volunteer outreach and recruitment.
- Spearhead awareness campaigns about the festival for on/off campus volunteer groups.
- Research and review industry standards for best practices in volunteer management and stewardship.
- Create a volunteer plan including identifying roles and responsibilities, a timeline, and desired traits/skills.
- Create volunteer evaluation survey to disseminate after all volunteer activities.

Programming

Goal: Assist with film program selections and connecting films to campus groups/organizations

- Watch films that are being considered for the festival. Complete evaluations rating films to inform programming decision making.
- Research other film festival lineups to determine what films may be good fits.
- Attend local/regional film festivals to examine festival structure/flow and programming execution.

Spring 2020 (Credit to Work Hours Ratio: 2 Credit = 90 Work Hours)

Volunteer Coordination

Goal: To recruit, retain, and steward dedicated volunteers before, during, and after the festival.

- Recruit and manage student and community volunteers to assist in festival operations both prior to and during the festival.
- Help with outreach to students on campus.
- Provide meaningful support and trainings for volunteers so they are knowledgeable and feel successful and engaged.
- Work with ACT staff to conduct background checks for key volunteers.
- Attend all ACT Human Rights Film Festival's main events and be the onsite volunteer manager for each film (requires significant weekend hours April 3,4,5 and April 10, 11. Requires some weeknights).

- Coordinate with various staff to fulfill all volunteer needs throughout the festival.
- Act as the main onsite contact for all volunteer related tasks.
- Track all volunteer hours and duties. Create and maintain a report on volunteer metrics (i.e. where volunteers heard about the opportunity, number of volunteers, and volunteer hours).
- Execute volunteer evaluation and stewardship following the festival.
- Prepare a pass-along packet with all information documented.

Operations and Event Management Internship Timeline:

Internship timeline coincides with the Fall 2019 and Spring 2020 academic semesters. Significant work will occur during the 2020 ACT Human Rights Film Festival from April 3 – 11, 2020. Most of the internship's time commitment will occur from January 20 – April 11, 2020.

Must be available the following days and times (approx. 37-40 hours):

- Tuesday, March 10: 5:30 – 9 p.m. (3.5 hours) Odell Brewing.
- Friday, April 3: 4-10 p.m. (6 hours) LSC.
- Saturday, April 4: 10 a.m. - 8 p.m. (2 hours of breaks as needed for 8 hours total work) The Lyric.
- Sunday, April 5: 12 – 8 p.m. (2 hours of breaks as needed for 6 hours total work) The Lyric.
- Friday, April 10: 4-10 p.m. (6 hours) The Lyric.
- Saturday, April 11: Noon to 10 p.m. (2 hours of breaks as needed for 8 hours total work). LSC

Additional time (optional)

- Monday through Thursday, April 6-9: 5:30-8 p.m. Encore screenings at the Lyric. (2.5 hours/screening)

Avg. hours per week for one credit internship: TBD

Avg. hours per week for two credit internship: TBD

Minimum Qualifications:

- 3.0 GPA
- Interdisciplinary Liberal Arts Major
- Student level: Sophomore or higher
- Previous event planning experience
- Meaningful past volunteer experience in any field.

To apply, please contact Professor Cindy Murillo (cindy.murillo@colostate.edu) for an LB 487 Internship Packet and email a cover letter and resume to beth.seymour@colostate.edu