



**Position:** Cinema Project Intern

**Location:** The Hippodrome (Gainesville, FL)

**Site Mentor and Supervisor:** Gabrielle Byam, Education Director

### **Organization Description:**

The Hippodrome was founded in 1973 by six artists with the goal of presenting the best in challenging, contemporary theatre. The Hippodrome Theatre is committed to artistic excellence in North Florida. Our mission is to collaborate with artists, create productions, education programs, events, and cinematic programming that reflect and elevate the diverse cultures and perspectives of our region, and to create and maintain ongoing engagement with our community.

For more information: <https://thehipp.org/>

### **Position Description:**

The Cinema Project Intern will play an integral role in the planning and execution of a two-day cinema event at The Hippodrome Theatre. This event will focus on a specific film genre, and the intern will work closely with the project team to curate films, coordinate logistics, and engage with the community. The primary responsibilities include:

- Collaborate with the project team to select a film genre and curate a list of films that reflect the genre's key characteristics, historical context, and significance.
- Assist in organizing the logistics of the two-day event, including scheduling, coordinating with vendors, overseeing venue setup, and ensuring all event materials are in place.
- Support the creation and implementation of a marketing strategy to promote the event, including designing promotional materials and managing social media outreach.
- Engage with event attendees through facilitating discussions, introducing films, and interacting with participants during the event.
- Assist in gathering audience feedback and evaluating the overall success of the event for future planning.

*Learning and Development Opportunities*

- Gain hands-on experience in selecting and curating films, enhancing critical thinking and creative decision-making skills.
- Learn how to organize and execute a major event, including logistics, scheduling, and vendor coordination.
- Develop marketing strategies, create promotional materials, and engage with audiences through social media and outreach campaigns.
- Build communication skills by interacting with attendees, facilitating discussions, and creating inclusive events.
- Work alongside industry professionals, expanding your network and gaining insights into the operational side of arts and culture organizations.

*An ideal candidate will have:*

- A strong interest in film, and a passion for curating and analyzing films.
- Creativity and innovative thinking, with the ability to bring fresh ideas to film selection, event planning, and audience engagement.
- Strong communication skills, including the ability to facilitate discussions and engage with diverse audiences.
- Previous experience in event planning, marketing, or social media outreach (preferred but not required).

*All candidates must:*

- Excellent organizational and time management skills.
- The ability to work independently and collaboratively with Hippodrome staff.
- High attention to detail and adherence to organizational best practices.
- The ability to effectively manage multiple tasks simultaneously.