

Traverse City Film Festival INTERNS



INTERNSHIP QUESTIONNAIRE 2017

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TYPES

Full Internship: Beginning as early as May, with some positions starting as late as July, all ending on August 2.

Festival-Only Internship: A shorter internship, beginning Monday, July 17 and ending on Wednesday, August 2.

Please Note: All interns are required to work through Wednesday, August 2, the day of the intern wrap-up and party.

HOURS

Most interns work 40 hours a week, 9 am - 5 pm Monday through Friday during festival preparations. Hours are variable depending on meeting schedules. As the festival approaches, schedules are further adjusted to meet festival needs. During the festival, shift times vary by position. We'll take care of you, and flexibility on your part is required!

SCHEDULE

Make no mistake: TCFF interns work hard before, during, and after the festival. The work doesn't end when the festival begins! It's not about watching movies and attending parties while on duty. That being said, as an invaluable part of the festival and as the volunteer that you are, you will enjoy all the great volunteer perks, including the volunteer screening, volunteer party, and intern party. And we'll make sure you get to enjoy the magic of the festival that you helped to create along with some exclusive intern-only experiences.

COMPLETE THE FOLLOWING PAGES!

Please complete the next five pages of the form to the best of your knowledge. It helps us get to know you better! Return the form with your resume, cover letter, and unofficial college transcript to interns@tcff.org.



2017 TCFF INTERNSHIP APPLICATION QUESTIONNAIRE



NAME:

HOMETOWN:

COLLEGE:

YEAR IN COLLEGE:

MAJOR:

DATE YOU ARE AVAILABLE:

WHAT POSITION ARE YOU APPLYING FOR?

Please review the intern position descriptions online, and then rank the positions listed below in order of your preference: 1 is your first choice, 2 is your second choice, and so on.

Please notice when reviewing the intern position descriptions that time commitment varies based on position.

TCFF INTERNS MUST BE FLEXIBLE!

You will be asked to help in areas outside your of specific concentration area. It's a real team effort!



FULL INTERNSHIP

- Box Office
- Communications & Media
- Office Management
- Party and Event Planning
- Food Donation & Coordination
- Film
- Graphic Design
- Kids Fest
- Music Management
- Video Post-Production
- Videography

FESTIVAL ONLY INTERNSHIP

- Venue Box Office
- Festival Office
- Photography
- Print Traffic
- Runner
- Videography
- Venue Team

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 • **NOTE:** Rank the positions listed in order
 • of your preference: 1 is your first choice,
 • 2 is your second choice, and so on.
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What type of computer will you bring with you to the internship?

MAC

PC

GENERAL COMPUTER EXPERIENCE

Publishing (Word, Pages, Google Docs)

Beginner

Intermediate

Advanced

Spreadsheets (Excel, Numbers, Google Sheets)

Beginner

Intermediate

Advanced

General Computer (moving files & folders, uploading, downloading)

Beginner

Intermediate

Advanced

Online Image Search (size, format, quality)

Beginner

Intermediate

Advanced

Image Manipulation (resizing, saving multiple formats, quality control)

Beginner

Intermediate

Advanced

GRAPHIC DESIGN

Do you have graphic design experience?

No (move on to next section)

Yes – Please Explain:

Do you have Adobe Creative Cloud installed on your computer?

No

Yes

What is your experience level with these programs?

Photoshop:

Beginner

Intermediate

Advanced

InDesign:

Beginner

Intermediate

Advanced

Illustrator:

Beginner

Intermediate

Advanced

Acrobat:

Beginner

Intermediate

Advanced



VIDEO EDITING

Do you have experience with video editing?

No (move on to next section)

Yes

What is your experience level with these programs?

Adobe Premiere:	Beginner	Intermediate	Advanced
Adobe After Effects:	Beginner	Intermediate	Advanced
iMovie:	Beginner	Intermediate	Advanced
Final Cut:	Beginner	Intermediate	Advanced

SOFTWARE EXPERIENCE

What other software do you have on your computer that you use often and are familiar with?

GENERAL QUESTIONS

Do you have housing available in Traverse City?

No

Yes

Will you have access to a car or bike during your internship?

No

Yes

Will you be participating in this internship for college credit?

No

Yes

Have you completed any other internships? Please detail if yes.

Detail your past volunteer experiences.

Do you have any experience with customer service? Please explain if yes.

Do you know anyone else who has participated in the TCFE Internship program?

Do you know anyone else who is applying here this year?

Is there anything else you want us to know?



INTERNSHIP GUIDELINES



UNPAID VOLUNTEER PROGRAM

Thanks for your interest in the Traverse City Film Festival's unpaid, volunteer internship program. We are a nonprofit festival with three (that's right, just three!) year-round paid employees. Most festivals of our size have many more paid employees, so we greatly heavily on our interns do to crucial, mission critical jobs. You will be expected to work independently in a fast-paced environment while multitasking and staying organized. This isn't your usual "get coffee" internship. You will be helping run the festival in big and important ways, and you will see the results of your labor at work during the festival!

HOUSING, FOOD AND TRANSPORTATION

You are responsible for your own housing, food, and transportation. If you do not have housing, we can put you in contact with Northwestern Michigan College, where dorm rooms are available for a fee. These rooms are available mid-May through the festival. Accepted interns will have the opportunity to connect via a TCFF Intern Facebook page regarding housing and other summer plans. NOTE: U-M, MSU, and Central Michigan offer some intern support for qualifying interns. Please ask us for details.

ALCOHOL AND DRUG-FREE WORKPLACE

Interns are strictly forbidden from drinking and drug use while on duty with the film festival, in any festival facility or venue.

RIGOROUS, BUT FUN!

Our internship program is rigorous, extremely fulfilling, and fun. Interns are supervised by adult professionals in relevant fields, and recommendations from festival staff and management have helped several of our interns land jobs and postings after our internship.

TIME CONFLICTS

If you have any time conflicts, scheduled vacations, or other obligations during your internship, be sure to tell us during the interview process.

PLEASE SIGN

I acknowledge that I've read and understand the information contained in this document, and that the information I have submitted in the questionnaire has been completed to the best of my ability.

NAME

DATE