

Internship Description

Edinburgh International Film Festival 2019

TITLE:	GUEST LIST ASSISTANT (INTERNSHIP)
Team:	Programming
Reports to:	Guest List Coordinator
Status:	Work Experience Internship (paid)
Duration:	3 weeks, up to 35 hours per week Flexible working can be considered
Dates:	Monday 10 June to Sunday 30 June 2019

EIFF Internships are intensive and bespoke training periods for individuals new to the sector, building skills and best practice across a range of key areas, with additional mentoring support and the ability to undertake shadowing work with other teams and departments based on pre-identified learning needs. Learning needs for all Interns are recorded throughout the duration of the internship and feedback is gathered at the end of the internships.

The Guest List Internship may be of particular interest if you're considering a career in events and development, or are looking for an opportunity to develop valuable planning, administration, teamwork and communication skills.

Overview of role

Part of the Programming Team, this intern assists the Guest List Coordinator who is responsible for managing stakeholder guest lists and the invitation process for key EIFF functions. You will be assisting with guest lists for functions across the Festival including:

- EIFF Opening Night: VIP Reception, Drinks Reception, Film Screening and After-Party
- EIFF Ceilidh for various members of the industry
- EIFF Closing Night: VIP Reception, Drinks Reception, Film Screening and After-Party

You will gain a valuable understanding of stakeholder management and communications, as well as a broad understanding of the event management processes as you will be involved on the ground at these functions. Guests at EIFF functions include industry professionals, filmmakers, press, sponsors, film talent, and also public figures and policy-makers from Edinburgh and beyond.

During the Festival itself (19-30 June 2019), when not on duty, you will have opportunities to see films and attend events, and have access to EIFF's Industry Centre and Industry Events programme.

Principal duties and responsibilities

1. Assist with the management and maintenance of guest lists for key EIFF functions including Opening Night, Closing Night and the EIFF Ceilidh.

2. Assist in the research of stakeholder contact details.
3. Help with the issuing of invitations, track RSVPs, manage mail-out of tickets, and liaise with guests during the process.
4. Update the EIFF Festival Management Platform (FMP) to ensure accurate stakeholder information is held for future use.
5. Assist with the Guest List on the door of functions.
6. Assist with the allocation of VIP seats at events.
7. Liaise with the Development team on any sponsored or externally supported activity.
8. Assist in the tracking and reporting of guest numbers for functions.

General responsibilities

9. Communicate regularly with the Guest List Coordinator about your progress and any queries you need guidance on.
10. Work with your mentor to agree and monitor your learning objectives.
11. Communicate effectively with colleagues and teams across the Festival to share information, achieve deadlines and promote a positive working environment.
12. Attend meetings and provide progress reports as required.
13. Complete a staff report form at the end of your contract, as requested by the Recruitment Manager.
14. After internship has finished, provide feedback on the internship.
15. Act in accordance with EIFF policies and procedures, as outlined in the induction manual and by your manager.
16. It is the responsibility of all staff to minimise the CMI's environmental impact wherever possible and adhere to the company's Environmental Policy. This will include:
 - recycling;
 - switching off lights, computers, monitors and equipment when not in use;
 - helping to reduce paper waste by minimising printing/copying and reducing water usage;
 - reporting faults and heating/cooling concerns promptly;
 - minimising carbon footprint when travelling.

Additional information

- All interns have a manager and mentor who will: clarify and agree on learning objectives and outcomes at the start of the internship; ensure the post holder has training and support during the role; and review progress throughout and upon completion of the internship.
- Normal hours prior to the Festival are 9.30am to 5.30pm Monday to Friday.
- Weekend and evening work may be required coming up to and over the Festival dates for which no additional remuneration is payable.
- Flexible working arrangements will be considered to accommodate candidates with work, study or other commitments.
- It may also be possible to organise this internship to suit the specific requirements of students who require a work placement as part of their course.
- The role is based at the CMI's offices at Filmhouse on Lothian Road in Edinburgh.

Person specification

Applicants do not need to have prior experience for EIFF Internship roles, however successful candidates will be looking for opportunities to develop new skills and gain experience with a view to pursuing a relevant career. This role will suit a person with the following abilities and qualities:

1. Organised with good attention to detail
2. Ability to work to deadlines
3. Ability to be flexible and respond to changing priorities
4. Positive attitude and team player
5. A good communicator
6. Ability to provide good customer care
7. Excellent written and spoken English
8. Knowledge of other languages
9. Ability to carry out basic research

Updated 24 January 2019