



POSITION DESCRIPTION

FILM FESTIVAL/MEDIA PROGRAMMING INTERN | Asian Studies Center \$10,000 Tuition Remission Fellowship (\$5000 applied to tuition each semester)

The Asian Studies Center (ASC) invites applications for the Film Festival/Media Programming Intern for the SCREENSHOT: Asia Film Programming Series and Festival. Applicants must be a **currently or will be enrolled Asian Studies certificate student of outstanding ability** (QPA of 3.0 or above) for a for a tuition remission fellowship in the amount of \$10,000 tuition remission (\$5000 for the fall semester and \$5000 for spring semester) for the 2021-2022 academic year. The recipient of the fellowship will be required to work ten hours per week during the fall and spring terms. They will assist the Asia on Screen Coordinator and ASC staff with engaging students and promoting center events especially through social media platforms. There may be several positions focused on **video production** or **social media and writing**. **You should focus your cover letter on one of the two areas of interest/expertise.**

DUTIES

1. Research festivals, films, funding, and other elements that contribute to the growth of the program
2. Frequent and coordinated posting on social media (Twitter, Facebook, Instagram)
3. Help maintain the festival office
4. Assist in development and distribution of promotional materials including print and digital content
5. Creating videos and slides for programming/festival production
6. Assist with website design and maintenance
7. Other duties as assigned

PRIMARY REQUIREMENTS

1. Fluency in English (writing is especially important)
2. Interest in film and digital media
3. Ability to maintain and produce content for social media (Twitter, Facebook, Instagram and YouTube)
4. Strong computer skills, including Microsoft Office (Word, Excel) and digital editing (Premier and/or FCP, Photoshop, Illustrator)
5. Self-starter who can multi-task

PREFERRED QUALIFICATIONS

1. Strong photography and videography skills
2. Eye for graphic detail

BENEFITS

The Film Festival Intern will receive tuition remission in the amount of \$10,000 for the 2021-2022 academic year. The award will be applied in the amount of \$5000 for the fall and spring terms. They will have the opportunity to network with ASC faculty and students and develop their public relation skills.

TO APPLY

Email a cover letter and resumé to the Asian Studies Center (rej16@pitt.edu). Your cover letter should explain your qualifications and why you would like this fellowship position. Please include your cell phone number and email address on your resumé.

DEADLINE for receipt of application materials is SUNDAY May 16th, 2021.