



Program Coordinator Internship Job Description

Background: The Hollywood Theatre is a not-for-profit organization whose mission is to entertain, inspire, educate and connect the community through the art of film while preserving a historic Portland landmark. For more information please visit www.hollywoodtheatre.org.

Title: Program Coordinator Intern

Reports to: Director of Programs and Community Engagement, Head Programmer and Technical Director

Position Description: The Program Coordinator will assist the Hollywood Theatre's program staff with the development, implementation, and evaluation of innovative and exciting film related programs and events.

Hours: 20-40 hours per week. Flexible schedule, but must meet all established deadlines.

Compensation: Position is unpaid. Intern will receive discounted or free tickets to screenings and special events at the Hollywood Theatre.

Responsibilities

- Assist with the development and implementation of exciting original programming at the Hollywood Theatre
- Collaborate with local and nationally known artists and cultural organizations
- Help manage events with 100-500 attendees
- Management/support of volunteers
- Work in conjunction with Theatre staff / Marketing Intern to widely promote upcoming events

Qualifications

- Ability to multitask - likely working on multiple events at one time
- Strong effective communicator
- Extremely strong organizational, writing, verbal and interpersonal skills
- Comfortable working with limited supervision
- Demonstrate past success planning large-scale events similar to programming offered by the Hollywood Theatre
- Beneficial, but not necessary: Graphic design experience (Adobe Creative Suite), knowledge of Wordpress

To Apply: Please send resume and cover letter to Justen Harn - justen@hollywoodtheatre.org