

**LOS ANGELES
ASIAN
PACIFIC
FILM
FESTIVAL**
A VISUAL COMMUNICATIONS PRODUCTION

**28th EDITION
MAY 10 - MAY 19, 2012**

EMPLOYMENT OPPORTUNITIES

POSITION: Festival Program Intern
TERM: Now - March 2012 (Opportunity to extend internship to May 2012)
TIME COMMITMENT: 10-15 hours per week minimum
COMPENSATION: Unpaid, academic and/or degree credit available

JOB DESCRIPTION:

Visual Communications, the nation's premiere Asian Pacific American media arts center, is seeking an undergraduate or graduate student to assist in the organization of the 28th Los Angeles Asian Pacific Film Festival, set for May 10 through May 19, 2012. The internship candidate will be housed at Visual Communications' Los Angeles Little Tokyo headquarters for the Winter and (as applicable) Spring 2012 quarters; OR Spring 2012 semester. The prospective candidate will assist in various facets of planning and organizing this annual event. The candidate will report to the Executive Producer, Festival Director, and Festival Programming Director; and a member of his/her university faculty who will serve as his/her advisor. The candidate's work will be evaluated by means of regular reports, documentation of work accomplished, and other methods as administered by Visual Communications and the candidate's university.

DUTIES AND RESPONSIBILITIES:

- As per the directives of the Executive Producer, Festival Director, and Festival Programming Director, manage and update a database of festival entries, guests, sponsors, etc.
- Work with the Festival Director to a) contact and update invited Festival artists, b) assist Festival Press Officers to coordinate inflow of promotional materials, c) outreach to various student and community organizations
- Compose stories and capsule synopses for print and online delivery to potential festival audiences
- Support Visual Communications staff in various aspects of Festival organizing (program organizing, community outreach, special events planning, marketing, etc.)
- Other related duties and activities, to be determined in collaboration with the Executive Producer and Festival Director.

QUALIFICATIONS:

- Undergraduate or graduate student, in good academic standing
- A strong desire to learn about Film Festival organizing and/or programming
- Excellent written and verbal communication skills
- Ability to work independently and multi-task in a fast paced environment
- Computer skills, particularly with word processing, spreadsheet and database programs in the Macintosh platform
- Familiarity with web-based programs and/or social media marketing a plus
- An ability to accomplish business over the telephone and e-mail
- An ability to work with (and learn from) diverse ethnic communities and individual personalities

TO APPLY:

Please send a resume and cover letter to:

Shinae Yoon, Executive Director, VISUAL COMMUNICATIONS

120 Judge John Aiso St., Basement Level, Los Angeles, CA 90012 or via email to **shinae@vconline.org**. No phone calls, please.

ABOUT VISUAL COMMUNICATIONS

Founded in 1970, Visual Communications is a full-service media arts center dedicated to the honest and accurate portrayals of Asian Pacific American peoples, communities and heritage through the media arts. Our mission is to promote intercultural understanding through the creation, presentation, preservation and support of media works by and about Asian Pacific Americans. Visual Communications is the presenter of The Los Angeles Asian Pacific Film Festival, Southern California's premier showcase for Asian Pacific American and Asian international cinema. Visual Communications is an equal opportunity employer.



VISUAL COMMUNICATIONS • "Connecting Communities Through Media Arts" • www.vconline.org

120 Judge John Aiso Street, Basement Level • Los Angeles, CA 90012 • v 213 680 4462 • f 213 687 4848 • info@vconline.org