



## **Project Management Intern**

Interested in having a hand in every department? Project Management is looking for flexible, organized, committed team players with a sense of humor to join Office, Executive, or Operations.

### **RESPONSIBILITIES:**

- Coordinate and execute special projects and events.
- Project coordination: maintaining deadlines, getting price quotes, creating priorities, assisting in the implementation of daily tasks.
- Researching and creating systems and structures that help support organization.

### **REQUIREMENTS:**

- Self-motivated.
- Excellent organizational skills.
- Exemplary communication skills
- Process-oriented problem-solver.
- Events experience preferred.
- Marketing experience preferred. *Executive only*
- Proficiency in Microsoft Office preferred
- Administrative experience preferred *Office only*
- Commitment to excellence, fun, and meeting goals.

**To apply:** send resume and completed application form, which can be found on our website under the [get involved](#) section, to Office Manager – [officemanager@austinfilmfestival.com](mailto:officemanager@austinfilmfestival.com).