



Conference Intern

Job Description: The Conference Department celebrates screenwriters' contributions to film and television. Held during the first four days of the Festival, the Conference features panels and workshops that cover all aspects of the art, craft and business of screenwriting from the masters themselves – leading Hollywood writers, directors, producers, agents, managers and production company executives. Interns will assist the Creative Director in coordinating these numerous panels, including extensive research on incoming guests, potential speakers and topics, trends in the industry and ultimately playing a large role in the overall event preparation, management, and logistical organization.

Job Requirements: People skills are a must. You must be able to juggle multiple projects, complete thorough tasks in short periods of time, and organize projects with a focus on prioritization and meticulousness. It is preferred that you have an interest in film and film-related events. Interns that take part in the execution of the Conference leading up to and throughout the Festival are expected to act as hosts for incoming speakers and registrants alike, manage high-stress/high-volume situations with ease, and oversee a team of volunteers to ensure as smooth of an event as possible. Ideal candidates should have an equal interest in both event production and the film industry; a knowledge of screenwriters and independent film is preferred.

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.