Brattle Film Foundation/ Brattle Theatre Internship

Brattle Film Foundation internships are designed to provide practical, hands-on experience to individuals interested in the areas of development, non-profit management, arts administration, marketing, public relations, communications or grant writing. Because of BFF's small size and team-oriented environment, interns receive a comprehensive overview of the Foundation, the interaction between staff, board, and community and have a direct impact on the growth of the organization.

The summer intern will work in various parts of the Brattle’s business over the eight weeks. These work areas will include: fundraising, communications, film research, administrative support for the theater, and working in our collections. You will work directly with members of our small administrative staff on these duties.

Fundraising responsibilities and projects will include:
- Processing donations
- Writing communications with donors
- Researching donor prospects
- Working with Executive Director on grant writing efforts
- Assisting with special events
- Performing data entry and clean up in our donor and member database

Marketing responsibilities will include:
- Working with Office Manager on marketing communications and grassroots marketing outreach
- Performing general office support
- Assisting in writing and scheduling email newsletters and social media posts
- Performing research to find images and trailers for website content

Program responsibilities will include:
- Assisting Creative Director with film research
- Working with attendance data to generate financial and marketing reports
- Providing support in managing collections

Candidate should have a strong interest in arts administration and/or film, strong attention to detail and writing skills. Previous office experience and computer skills are helpful but not essential.