



## Internship Program

Are you a stickler for details? Are you the well-organized type who enjoys research and is good at follow-up and completion? Are you comfortable with online technology? Would you like to intern at an organization where your help is needed and where you can make a difference? Then ImageNation has a position for you.

### About ImageNation

ImageNation Cinema Foundation is a Harlem-based media arts organization, founded with the goal of establishing a chain of art-house cinemas, dedicated to progressive media by and about people of color. ImageNation uses entertainment to inspire people to better themselves and the world. Through a variety of public exhibitions and programs, ImageNation fosters media equity, media literacy, solidarity, cross-cultural exchange and highlights the humanity of Pan African people worldwide.

Upcoming projects include the development of the ImageNation Sol Cinema (Harlem's first minority-run arthouse cinema), a monthly film series at the National Black Theatre, a quarterly series at Lincoln Center for the Performing Arts, an annual outdoor film & music festival, and the development of a black cinema magazine.

### Internship

The ImageNation Internship Program offers students and recent graduates an opportunity to broaden their education and professional experience by learning and working at a non-profit media arts institution. Students will receive the unique and challenging experience of working in a smaller institution where departments overlap. Working in the areas of Event Programming, Fund Development and Marketing & PR, interns will conduct research, attend meetings with the Executive team, update databases, write and disseminate correspondence, learn to maintain budgets and contracts, help bring critical projects to fruition by conducting key follow-up and provide clerical support.

Qualified candidates must:

- be enrolled in college or be a recent graduate
- have an interest in progressive media by and about people of color or community development.
- The following fields of interest are preferred:  
Film/Media/Graphic Design/Community Development/Marketing & PR/Economic Development/Arts Administration/Africana Studies/International Relations and other related fields)
- be extremely organized
- be able to work independently offsite
- must have internet access available offsite
- be computer savvy, with proficiency in Microsoft Office software. Knowledge of Adobe Photoshop, InDesign, FaceBook and Twitter are a plus.

## INTERNSHIP DEPARTMENTS

### Film & Music Exhibitions

Interns will work with the executive team on all facets of developing, implementing and executing ImageNation's exhibition programs held at the National Black Theatre, Lincoln Center, the outdoor Summer Series and any newly developed programs.

- Assist in creating budget for the programs
- Maintain program schedule
- Coordinate exhibition and booking agreements with participating artists
- Assist in contacting other museums for potential traveling programs
- Secure speakers for post-screening discussions
- Organize and maintain artist files and database
- Organize artist submissions
- Assist with event production and tech

### Development

Interns will work with the executive team on all facets of grant-writing and fundraising.

- Maintaining grants file
- Researching potential grants
- Developing and maintaining funder database
- Maintaining grants calendar (past/current/future)
- Organizing and maintaining government funders
- Coordinating materials for Board of Directors Meetings

### Public Relations/Marketing/Advertising

Interns will work with executive team on all facets of communication about programs, exhibition and special events to the general public.

- Maintain the ImageNation website, FaceBook and Twitter accounts
- Expand and maintain email/ mailing press list for listings
- Send bi-weekly press release to all press media outlets
- Develop and maintain list of viral marketing outlets
- Send photos, press materials when requested
- Maintain press file of all ImageNation related articles
- Contact press for all special events
- Coordinate street team efforts

### Special Projects

Interns will work with the executive team with the following special projects and events.

- Development of a quarterly black film magazine
- Traveling film exhibition
- ImageNation at Lincoln Center
- ImageNation at the National Black Theatre
- Comprehensive Marketing Plan

The internships are not paid. However, we will work with you to help ensure that you receive college credit. To apply e-mail PDF's of your cover letter, resume and writing sample to [hr@imagenation.us](mailto:hr@imagenation.us). Call 212-694-2887 to follow-up.