



## Film Management Fellow

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### *General Fellowship Requirements*

- Ability to commit to 10-15 hours per week during the Fall, Winter, and Spring Terms
- Flexible schedule to include evenings and weekends
- Must be a sophomore, junior, or senior Dartmouth student
- Demonstrated commitment to diversity and inclusion and serving the needs of a diverse population.

The Hopkins Center Film Management Fellow reports to the Film Programming Manager. The position is designed to give the fellow experience running a film program, such as:

- Assisting in the curation of the current and upcoming film slates.
- Assisting with planning and management of 3-4 ancillary events each term related to film. These may include small parties, pre-show dance performances or lectures.
- Marketing/promotion: Helping to build Hop Film's social media presence on campus and develop "buzz" about upcoming films through guerilla marketing and social media. Maintain active relationships with other student group leaders to facilitate cross-promotion and group ticket sales.
- Role vis-a-vis Hopkins Center: Approx. 1-2 hour a week will be devoted to working as a member of the Hopkins Center fellow team, learning how an arts center is run and creating student focused events.

In addition to the tasks listed above, the fellow will receive mentorship in the following areas:

Writing and editing, Publicity and marketing strategy, Insight into programming decisions, Event planning, Theater management, The "balancing act" of managing current and future programming, Public speaking and leadership

### *Position Specific Requirements:*

- A film lover
- Strong verbal and written communications skills
- Available to work Telluride at Dartmouth the first two weeks of the Fall Term