

# FILM DISTRIBUTION INTERNSHIP

Are you a documentary whizz looking for a start? Is your home cluttered with ticket stubs and film festival programmes?

At **Scottish Documentary Institute** we grow films... and then we share them with the world. A rare position has opened up within our Edinburgh office for a **Film Distribution Trainee**. We are looking for a motivated, enthusiastic and committed intern to join the SDI team for 6 months.

You will be working under the guidance of the Festivals and Marketing Coordinator to deliver quality documentaries to A, B and C Tier film festivals worldwide. All the while, learning what festivals are looking for in a short film, and finding the best audiences for the short documentaries on our slate.

## Role Responsibility

Learning and implementation of all stages of film festival attendance:

- Directly responsible for connecting with festival programmers to provide short documentaries for consideration.
- Assisting with online profiles and presence of short films.
- Liaising with festival for selection announcements, advising filmmakers and organising attendance.
- Handling print traffic and deliverables under guidance of the Festivals and Marketing Coordinator.
- Record-keeping of short film selections in databases and assisting with website updates.
- Research for outreach of internal filmmaking schemes such as Bridging the Gap.
- General office assistance: tea and coffee making, postage, stationery supplies, welcoming guests.

## Are you the right candidate?

- A desire to grow a career working in the film industry, preferably in Communications, Distribution or Curation.
- You will be representing the company to external organisations and so a friendly and polite attitude is a must, with great email and phone manner.
- You will have good IT skills and familiarity with office applications – Word, Excel, Powerpoint and also Google Mail, Docs and Sheets.

### Scottish Documentary Institute

ECA - 74 Lauriston Place, Edinburgh EH3 9DF - Scotland, UK

T: +44 (0) 131 651 5871 | [info@scottishdocinstitute.com](mailto:info@scottishdocinstitute.com) | [www.scottishdocinstitute.com](http://www.scottishdocinstitute.com)

Scottish Documentary Institute is registered in Scotland 481435

- Excellent attention to detail and a good command of the rules of grammar.
- You will have the ability to take direction and be a team player, coupled with a sense of initiative and self-motivation.
- Photoshop or film editing and exporting skills would be advantageous but not required.
- Experience working with film festivals is welcomed, but not required and graduates from film schools will be considered.

### Package Description

**Contract type:** 6 months part time – up to 2.5 days per week

**Payment:** Living wage

**Start Date:** July 23rd 2019 (flexible)

**Location:** Scottish Documentary Institute, Edinburgh College of Art EH3 9DF

*We are happy to discuss flexible working. Please indicate whether you wish to discuss flexible working, there is no obligation to do so at the application side, but it will be included as part of the discussion at the offer stage.*

*All applications are considered, and we encourage applications from under-represented groups.*

### Application Process

**Deadline for applications:** Midnight Sunday 23<sup>rd</sup> June 2019

**Interviews to be held:** Thursday 4<sup>th</sup> July

To apply, please email [jobs@scottishdocinstitute.com](mailto:jobs@scottishdocinstitute.com) with **FILM DISTRIBUTION INTERNSHIP** in the subject line. You must include your CV and a cover letter email pertaining to your application. And if you're feeling creative, let us know what your favourite film is and why it makes you tick.

***If you require additional support in order to apply, or need to request this information in another accessible format, such as large print or a coloured background, please contact [info@scottishdocinstitute.com](mailto:info@scottishdocinstitute.com) or 0131 651 5760.***

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## About Scottish Documentary Institute

SDI has produced over a hundred films, screening in sixty countries worldwide, garnering international recognition as being at the cutting edge of the documentary sector. Bridging art and industry, SDI is committed to supporting authored films driven by content and emotional experience. Scottish Documentary Institute is a non-profit organisation, delivering development opportunities to Scottish-based filmmakers at all stages of their career. You would be joining this growing network of local filmmakers, during an exciting time in Scotland's film industry.

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