



CINEQUEST™

WHO WE ARE

A vanguard organization that fuses creativity with technological innovation to empower, transform, and improve the lives of people and communities worldwide.

WHO YOU ARE

A determined HRMT 191A and/or 191B student who has some experience with project and/or event managing, while paying attention to details and exhibiting a fun personality.

WHAT YOU'LL DO

Assist the Event and Hospitality Managers on the planning and execution of various events, and schedule and train volunteers on executing 5 Diamond Customer Service.

WHEN

December 2014 (or January 2015) through March 2015 (14-20 hours per week).

the film festival

Cinequest Film Festival (CQFF) showcases premier films, renowned and emerging artists and breakthrough technology – empowering global connectivity between creators, innovators and audiences. Each year Cinequest attracts an audience of 100,000 to connect with 700+ artists and innovators over a dynamic 13-day festival featuring 300+ films and events. Cinequest's renowned hospitality, state-of-the-art venues all within the downtown core make the festival experience as warm and personal as it is exciting.

Exhibiting unique social and artistic visions from around the globe, Cinequest's electrifying festival engages audiences in thought-provoking dialogue, giving film artists and film lovers alike the opportunity to connect. Furthermore, Cinequest provides cutting edge technology and movie-making forums to empower professionals and students.

the experience

Cinequest welcomes all HRTM 191A & 191B students to join us in creating a memorable 25th Anniversary of the Cinequest Film Festival on February 24 – March 8, 2015. This unique internship provides the ultimate opportunity for you to gain experience in planning, organizing, and executing world-class events!

see back for more information



CINEQUEST™

RESPONSIBILITIES

- Fully understanding and integrating the four pillars of our Cinequest Family: integrity, high energy, world-class excellence, and love.
- Assisting the Event Manager on the planning and execution of various events, including VIP Soirees, Opening & Closing Night parties, Maverick Spirit Awards, Volunteer Kick-off/Appreciation, private receptions, and more.
- Assisting the Hospitality manager on the planning and execution of various events and customer service logistics in our Cinequest VIP & Check-in lounges.
- Scheduling and training volunteers on executing 5 Diamond Customer Service.

SKILLS REQUIRED

- Some experience with project and/or event managing
- Strong communication skills (written and verbal)
- Extremely organized and detail oriented
- Ability to multi-task
- Self-sufficient: able to take initiative and complete assignments efficiently
- Ability to work in a fast-paced environment under pressure
- Experience with Word, Excel, Outlook
- Determined, ambitious, and fun personality



interested?

You can learn more about who we are by clicking the picture to the left to watch our "This Is Cinequest" video.

To apply, please send a cover letter and your résumé to Antonea Colon at acolon@cinequest.org.

thank you!