

INTERNS INFO.

- Salary** Voluntary role, unpaid
- Location** Mix of remote working and in-person live events.
- Duration** 3-6 Months
- Commitment** Approx. 6 hours a week to include weekly online team meetings

Cornwall Film Festival/Mor Media Charity Internship Role Descriptions

We are seeking hard-working and enthusiastic individuals who would like an internship with a thriving film and media organisation. We are a media charity that holds an annual film festival, live events, yearly film screenings and programming, runs industry training, masterclasses and talks, education programmes and community projects.

Our internship programme is designed to give you real-life experience across a range of industry roles including production; events management; social media; marketing; design; admin and more! We will give you an opportunity to work across all our organisational strands - festival, industry and events, community, education, and charity to gain valuable experience in varied roles within the creative industry. You may work as a production assistant on one of our live events or online masterclasses; a researcher or content creator for our social media; a designer of digital assets for one of our programmes or an event planner for one of our live events. We are looking for adaptable and enthusiastic people who are ready for a challenge and want to try their hand at lots of different roles within the media.

Interns will be supported through their time at Mor Media via regular meetings and monitoring via their activity log sheet and development logs. This will also feed into the completion of an OCN Award which will see them complete two units, one will be linked to the creative skills needed to complete work required by the role, and one will be a reflective evaluation on the work they have done during their internship. The requirements of these units will lead to a clear structure that the interns must follow in order to complete the OCN units. While there will be weekly team meetings online and opportunities to come into the office there will also be 3 key points of contact during their internship where their progress will be reviewed;

- i. An initial skills assessment meeting will ascertain their current skills, what is needed by the role and how the OCN unit that will be completed over the course of the internship can help develop their creative skills.
- ii. Mid-point discussion. A review of progress in the role and the work for the OCN unit. A discussion of work on the Activity log and review written up on Development log.
- iii. Final feedback and completion of Development log so the reflective evaluation can be written up for the OCN unit – Learning from Work Placement.

Benefits

While working with us you will gain access to our networks- we'll share opportunities in our organisation and the wider media industry with you. We'll help you with CV, job application and interview skills and provide you with exclusive access to Q&As and sessions with industry professionals on getting started in a media career.

You will be given an open reference and credit for your work, an opportunity to meet others, develop a network of people with a shared passion for film and to communicate your enthusiasm for film! Many of our interns have moved into senior intern positions or been offered roles within our organisation, or have gone on to begin media careers in TV or film production, journalism and beyond.

How To Apply

To apply for an internship with Mor Media Charity, please complete our online application form and fill all required fields. Please note that applications not made in this format will not be considered.

If you have any questions, please contact sue@mormediacharity.org.

We believe in a lifelong commitment to our volunteers and will help you in any way we can to realise your ambitions in the media industry! More and more, we are hearing that the creative industries need 'all-rounders'. We'll help you identify and develop your skill set across a range of media roles so that you can enhance your future prospects.

These are the areas that we may ask you to work in, depending on your experience, skills and interest.

Coordinator and Admin Assistant

The Role

As a coordinator and admin assistant, you will be responsible for: liaising with the team; setting up meetings; basic admin tasks and more.

Responsibilities

Liaising with the team

Setting up weekly team meetings

Basic admin tasks where required

Person Specification

A commitment to attend meetings (online) and work collaboratively within our dedicated small team

A willingness to try new things.

A passion for film/arts/media/charity/community/education/business

Great communication and inbox management skills.

Digital skills - the ability to work with Google Docs and Drive, Facebook, Twitter Instagram would be beneficial.

Events Assistant

The Role

As an events assistant, you will be responsible for aiding in the delivery of our live events including the annual Cornwall Film Festival and some of our film screenings. This involves box office and front of house assistance, as well as stewarding work where required.

Responsibilities

Box Office

Stewarding

Front of House tasks

Event management assistance i.e communicating with volunteers

Person Specification

A commitment to attend meetings (online) and work collaboratively within our dedicated small team.

A willingness to try new things

A passion for film/arts/media/charity/community/education/business

Existing interest/experience in live and online events.

Great communication and inbox management skills

Digital skills - the ability to work with Google Docs and Drive, Facebook, Twitter Instagram would be beneficial.

Comms Assistant

The Role

As a comms assistant, you will be involved with the updating of our website and social media. This includes copywriting, reporting work and writing blog posts for the Mor Media website. We encourage applications from strong writers who are interested in copywriting and marketing careers.

Responsibilities

Writing posts for the Mor Media website blog.

Acting as a reporter at certain events.

Copywriting for our social media channels.

Person Specification

A commitment to attend meetings (online) and work collaboratively within our dedicated small team.

A willingness to try new things.

Strong writing skills and the ability to stick to tone of voice.

A passion for film/arts/media/charity/community/education/business

Great communication and inbox management skills.

Digital skills - the ability to work with Google Docs and Drive, Facebook, Twitter, Instagram would be beneficial.

Graphic Content Creator

The Role

As a graphic content creator you will be involved with the production of graphic materials such as the festival brochure and flyers, idents, creative content for our website and social media channels and other visual materials. We encourage applications from creatives with a strong visual style and a knowledge of the Adobe Creative Suite software such as Photoshop, InDesign, Premiere and After Effects.

Responsibilities

Producing print materials for festival promotion inc. the festival brochure

Producing creative content for social media channels.

Producing idents and motion graphics for festival screenings and online use.

Person Specification

A commitment to attend meetings (online) and work collaboratively within our dedicated small team.

A willingness to try new things.

Strong creative skills and the ability to stick to tone of voice/branding.

A passion for film/arts/media/charity/community/education/business - something!

Great communication and inbox management skills.

Digital skills - the ability to work with Adobe Creative Suite, Google Docs and Drive, Facebook, Twitter and Instagram would be beneficial.