



The Maysles Cinema / 343 Lenox Ave / New York, NY, 10027

## Maysles Cinema Internship

The Maysles Institute is accepting applications from college students and graduates for internships at the Maysles Cinema. Interns work on a part-time, minimum 2 days/week basis for three to five months. As with all internships at the Institute, interns are additionally required to volunteer four nights a month to work a screening at our movie theater (either taking tickets or projecting movies). There are two Cinema internship opportunities with special focus as well as overlapping tasks – applicants will be considered for both positions.

### Archiving:

- Building a database for our library of films, pre-screening and reviewing documentaries that are up for consideration.
- Shooting and/or editing video of post-film discussions, panel and special events for broadcast on Maysles Institute Website, YouTube & Vimeo.

Requires an ability to make creative decisions on one's own and modify content to suit needs of program directors and an organized mind geared towards foundational work in building a film library that will ultimately be accessible to the public. Knowledge of FCP & iDVD. Film Library Database instruction will be provided.

### Publicity & Community Outreach:

- Lead Maysles Cinema Street Team to distribute information about upcoming events to local communities. More than just handing out flyers, interns focusing on outreach expand the contours of our distribution network and help define our promotional materials and public image.
- Participate in the design and production of our monthly calendar and flyers and promotional materials.

Requires interest in exploring the city, identifying and engaging with niche communities and subcultures and communicating our core vision to people in order to build our audience. Basic design skills and familiarity with Adobe In-Design is also required.

### Please submit :

- Completed Application (questions included below)
- Cover letter in the form of a personal statement of no more than 500 words, explaining why you would like to take part in the internship program and letting us know something about yourself your interests, concerns, ideas.
- Your resume. Include a list of relevant skill sets (particularly computer programs and be honest about your degree of proficiency).
- Optional - a link to or DVD reel of your own work in film or a project you contributed to. Limit to 5 minutes.

**Incomplete applications will not be acknowledged. Interviews for finalists will be set up after the above materials have been received and evaluated.**

Submit completed application materials to either:

- [intern@mayslesinstitute.org](mailto:intern@mayslesinstitute.org) with subject heading "Maysles Cinema Internship"
- Sara Maysles, Internships / The Maysles Cinema / 343 Lenox Ave / New York, NY, 10027

Direct questions about the internship program or application process to: [intern@mayslesinstitute.org](mailto:intern@mayslesinstitute.org)

**MAYSLES CINEMA APPLICATION:**

Please answer **three** of the five following questions. Answers need not be longer than 300 words, but please be specific. Feel free to include any relevant links.

1. Give us a window onto your world. What are your interests, what's your scene? How do you think you can advocate for the Maysles Cinema's offerings in your world?
2. Harlem world. What draws you to working in Harlem and from examining our website, please identify the strengths of our programs that would appeal to a local audience and what community orgs and social sites you would target to build a local audience for documentary film.
3. Hypothetical: The Maysles Cinema is hosting an upcoming series on films about Street Games (double-dutch, stickball, street basketball, etc.) Write a paragraph (no more than 300 words) about how would you go about promoting this around the city and online.
4. Hypothetical: You are opening a public film library: what system would you put in place to allow people to view or borrow films that would insure the safety of your assets?
5. What are your top 5 documentaries?