



343 Lenox Ave / New York, NY, 10027
www.mayslesinstitute.org

Development Internship at the Maysles Institute

The Maysles Institute, a non-for-profit Documentary Film Center in Harlem, is accepting internship applications from college students and graduates. 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).

Our Development department is seeking dedicated interns to focus on research projects to expand our membership and visibility in Harlem and beyond:

Targeting Tour Companies and Stops in the Area where we could include our materials.

- establishing more of an online presence
- concierges
- museums, restaurants, stores
- maps

Ideas to broaden our membership with local colleges, schools and youth groups

Researching Harlem-based and Citywide Businesses and Corporations that have a track record of supporting cultural institutions

Research and concepts for expanding our media presence at urban and youth outlets

- blogs
- websites
- print

Explore partnerships with Harlem businesses, arts organizations, churches, schools etc.

- Manage database

Please submit :

- 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 with subject heading "Maysles Cinema Internship"
- Sara Maysles, Internships / Maysles Institute / 343 Lenox Ave / New York, NY, 10027

Direct questions about the internship program or application process to: intern@mayslesinstitute.org