

## ÉCU'S ROLES

Please note that it is possible to cover more than one role during the internship, but be prepared to work and be accountable for double the responsibilities! And, most importantly, never forget to have fun.

**SOCIAL MEDIA EXPERT.** The intern will curate and manage a weekly/monthly social media plan, conceptualize and create graphic and video content which will be posted daily on Instagram, Facebook, Twitter and TikTok. This role requires skills such as being creative, being responsive to challenges and being precise. The intern will learn how to communicate effectively with the public, create content that suits the audience as well as with requests of the organization, and will most likely learn new graphic design and video editing skills. The intern will keep our websites up to date, and always find new ways to improve the user interface. No prior experience with editing softwares is required.

**VIDEO PRODUCER.** The intern will have the opportunity to put their creativity and skills to the test by creating weekly video content for ÉCU's communication plan. The videos will range from simple editing to scripted content which the intern will have to write and shoot. The intern will develop his/her communication and storytelling skills, improve his/her editing skills, and learn how to effectively coordinate and work within an international team. This role requires prior experience and proficiency with video editing softwares, so please send along your portfolio/some examples of your work along with your application.

**GRAPHIC DESIGNER.** The intern will take care of creating the catalogs, posters, flyers, t-shirts, bags, and any other graphic content that might be needed for the festival. According to the starting period of the internship, the intern could have a hand in coming up with the look for the festival. The intern will learn to combine their creativity with the company's requests as well as communicate and work in a team. This role requires prior experience and proficiency with graphic editing softwares, so please send along your portfolio/some examples of your work along with your application.

**HR MANAGER.** The intern will be in charge of the recruitment and outreach of new interns. They will be responsible for scheduling and conducting meetings with potential candidates, keeping in touch with them and onboarding successful candidates. They are also in charge of keeping up with the platforms and Universities from which we receive intern applications, and outreaching to new potential partners and with intern ads when specific roles need to be filled. They are also in charge of overseeing that all the recruited interns are working happily and smoothly, of the enforcement of our COVID policy (including a weekly schedule, when needed) and of mediating any problem that might arise in the workplace. Skills required are excellent English communication skills, being

sociable and diplomatic, being empathetic, and being organized. The intern will have the opportunity to learn how to manage people coming from different backgrounds and countries besides improving their communication and social skills.

**PARTNER/EVENT MANAGER.** The intern will be in charge of managing our current network of partners as well as expanding it by outreaching to new exciting collaborations for ÉCU. The different partners categories are: Film Festival Partnerships, Media partnerships (Magazines, Journals, Blogs, Influencers), Universities, and Prize sponsors. The intern will need to find or create real life events to promote ÉCU. This includes events in Paris, but also abroad (e.g. our ÉCU On-The-Road tour). The intern will learn how to communicate with the public and to communicate in a strategic way. For this role it's necessary to be curious, proactive, and creative, thinking outside the box and being ready to come up with new ideas. Furthermore, the candidate should have great communication skills (knowledge of French is a plus but not required). The intern will learn how to organize an event, including location scouting, outreaching to partners, outreaching to filmmakers, etc. They will develop their critical thinking skills, learn how to respond in case of unpredictable setbacks (there are always some during a live event!) and will also work within an international team.

**CREATOR OF CONTENT / JOURNALIST.** The intern is in charge of creating weekly/bi-weekly articles to be posted on our website and social media. Furthermore, will help with writing captions, press-releases, website posts and will redact our monthly newsletter. This role requires excellent writing skills in English. The candidate should be creative, open minded, reliable, and sociable. The intern will learn to strategically communicate through his/her writing skills and to combine his/her creativity with the company's requests, as well as understand how a festival communicates with its audience.

**WEBSITE MANAGER.** The intern will keep our websites up to date, and always find new ways to improve the user interface. Our website is hosted by Wordpress, so prior knowledge of PHP, HTML or prior experience with Elementor or other WP plugins is a plus. Skills required are being good with technology, being organized, creative and proactive. The intern will learn to combine his skills and creativity with the company's requests, will develop its creative skills and understand how a festival communicates with its audience.

**SPONSORSHIP MANAGER.** The intern will get to use their creative and strategic skills to help with ÉCU's sponsorships. They'll research and find possible sponsors, write interesting sponsorship proposals, and help organize sponsorship events. The intern will learn how to build partnerships, improve their communication and negotiation skills, and understand how to manage sponsor relationships. This role needs good organizational skills, attention to detail, and the ability to work well in a team. Experience in sponsorship or event coordination is a plus.

**MARKETING MANAGER .** The intern will have the chance to apply their creative and strategic skills to contribute to ÉCU's marketing efforts. Responsibilities include researching and identifying target audiences, creating engaging marketing content, and assisting in the planning and execution of marketing campaigns. The intern will gain hands-on experience in building brand awareness, improving their communication skills, and learning the fundamentals of marketing strategy. This role requires strong organizational skills, attention to detail, and the ability to collaborate in a dynamic environment. Prior experience in marketing or related fields is preferred.