

## Call for Volunteers & Interns

Be an important part of the festival experience by contributing your talent!

Balinale is held annually and takes place on Bali at strategically located venues.

In addition to daily screenings, there will be the annual BalinaleX Industry Forum, a series of workshops, the annual children's charity program and many sensational events leading up to and during the festival period.

Rewards for taking part in Balinale include: Festival Pass, Seminars, Film Gatherings, Premiere Parties and the Official Festival T-shirt! By request, interns receive certificates, credits in the program, references and join a circle of film friends.

We are currently looking to fill the following positions to support the Committee.

### 1. Marketing & Promotions

The Marketing Department is responsible for the Festival Program and Schedule, all publicity materials, advertising, the website, displays, direct marketing, literally anything with our name on it, liaison with Box Office and also a public and guest information service. The Marketing Department operates with two Placements in the summer.

### 2. Fundraising & Sponsorship

The Department primarily raises sponsorship and funding (including barter) from corporate & private sector, and CSR programs. Coordinates the needs of sponsors including tickets, branding and corporate hospitality.

### 3. Event Management

Highly organized people experienced in the arts and/or entertainment industry able to manage international events, prestigious premieres and other community & charity events in conjunction with sponsors and film events. Event Managers are well organized, skilled in project management, accomplished multi-takers, excellent communicators, un-flappable, creative, flexible and have budgetary skills.

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#### 4. P.R. & Media Relations

Press provides a link between the Festival and the media – TV, Radio, and Print – arranging coverage, reviews and interviews. The Media Department runs a schedule of screenings for the press, holds press conferences, pushes stories and responds to the pull of their shirt tails by journalists for materials. Their relationship with the media, filmmaker and festival guests is key.

#### 5. Social Media

Requires a gifted Networking Talent active in social media and communicates fluently (in minimum Bahasa Indonesia & English) using the internet, Instagram, Facebook and Twitter. You will handle the constant flow of information being circulated through the festival. Covering news and updates on the film screenings, festival guests and events. Continuously spreading what people are missing at the festival.

#### 6. Information Coordinator

Input and Coordinate the flow of information from Film Submissions, Filmmakers, Distributors and Studios in a busy office environment, an excellent telephone manner, be computer literate, super organized, confident, fearless in the face of temperamental 'celebrities', can anticipate change and simply love to facilitate others. Programming & Traffic Coordination is critical. Compiling submitted files, cataloging and tracking the physical film, EPK, screeners, couriers, mail outs, printing, supplies and order. Working closely with the Head of Technical during the festival dates.

#### 7. Administration

Assistant to work with the festival headquarters on lots of detail work, data entry, and scrupulous filing. Provide administrative assistance and all the activities support to the core Festival Secretary, help deliver key aspects of the overarching festival plan in the lead up to and during the festival and work with the committee channeling information where necessary. Become well versed on the structure and activities of Balinale as a whole and day by day. Must have excellent telephone manner, personable, be computer literate, super organized and confident.

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**Positions are available starting 1 January.**

Please email [volunteers@balinale.com](mailto:volunteers@balinale.com) with your CV and a cover letter, references, postal & email addresses and telephone contacts, other openings for Interns & Volunteers may be advertised at a later date.