



www.thirdi.org
South Asian Independent Film

**3rd i SAN FRANCISCO INTERNATIONAL SOUTH ASIAN FILM FESTIVAL 2010
GUEST SERVICES INTERN**

ORGANIZATION PROFILE

3rd i (www.thirdi.org) is a non-profit, national organization committed to promoting diverse images of South Asians through independent film. We represent filmmakers and audiences from Bangladesh, Bhutan, India, Nepal, The Maldives, Pakistan, Sri Lanka, Tibet, and the South Asian Diaspora. We support our mission by providing film screenings, filmmaking courses, networking resources, and a distribution channel for the South Asian American film community. Since 2003, 3rd i has presented the annual International South Asian Film Festival, attracting thousands of filmgoers to four days of shorts, documentaries, and feature films from South Asia and the South Asian Diaspora.

POSITION SUMMARY:

The 3rd i South Asian Film Festival is seeking a Guest Services Intern to be a part of our 8th festival staff. The Guest Services Intern is responsible for supporting the Festival Directors with guest logistics and hospitality leading up to and during the festival.

DUTIES AND RESPONSIBILITIES:

- Research and coordinate travel arrangements for festival guests;
- Prepare itineraries for and send out hospitality packets to guests;
- Maintain close communication with guests, Festival Directors, and publicist to ensure accurate and timely updates of itineraries;
- Coordinate guests' schedules and manage festival drivers and pick-up/drop-off schedules (including festival appearances, publicity appearances, and guests' personal agendas);
- Communicate with host or hotel to have welcome packages at the ready;
- Make sure that guests are comfortable, fed, and generally feel taken care of during their entire trip;
- Follow up with guests post-festival and give them press, reviews, copies of programs, etc.;
- And other related duties, to be determined

POSITION TIMEFRAME:

TO APPLY: Send cover letter with resume to info@thirdi.org