

Title: Film Program Intern
Oklahoma City Museum of Art
Fall/Spring semester

Date Written: 10-10-07

The Oklahoma City Museum of Art seeks a Film and Video Studies / Film Production / Media Arts major to assist the film curator in carrying out film exhibition, education, and events programming.

Salary: unpaid

Work Schedule: flexible, Monday – Friday, mornings or afternoons

Basic Functions:

- Provide administrative support for film program
- Provide marketing and publicity support
- Assist with research of permanent film collection

Responsibilities:

- Assist with data entry on permanent film collection
- Research permanent film collection
- Assist in research and development of film exhibitions
- Participate in event preparation
- Help publicize and promote film program

Qualifications:

- Film and Video Studies / Film Production / Media Arts major preferable
- Proficient in MS Office
- Research skills a plus