



INTERNSHIP OPPORTUNITY

January 31, 2012

TIFF, a vibrant not-for-profit arts organization, is accepting applications for the full-time, paid, contract position of:

MARKETING INTERN

This will be an exciting year for TIFF as we present unique programming in our new home and the world's premiere centre for film, TIFF Bell Lightbox. We are seeking a highly motivated individual who wants to be part of a new era in Toronto's cultural history.

Reporting to the Senior Marketing Manager the Marketing Intern will work in a fast-paced environment, assisting with promotions and advertising for the TIFF Kids International Film Festival and TIFF Next Wave Film Festival. This internship is an ideal opportunity for a student or recent graduate of an applicable degree or diploma programme.

Responsibilities:

Shall include but not be limited to...

- Assisting in the execution of media buys
- Tracking advertising, maintaining accurate records
- Managing community outreach initiatives
- Invoicing and budget reconciliation
- Assisting with administrative tasks related to marketing
- Other tasks as required by the Senior Marketing Manager

Contract dates: February 20, 2012 to April 20, 2012

Minimum Requirements:

- Currently enrolled in or a recent graduate of an applicable degree or diploma programme
- Flexible work schedule, some evening work and weekend work is required
- Superior oral and written communication skills, excellent phone manner
- Exceptional interpersonal skills
- Ability to manage time effectively and meet tight deadlines
- Ability to work independently as well as part of a team

TIFF Bell Lightbox | Reitman Square, 350 King Street West, Toronto ON Canada M5V 3X5 | T 416-599-TIFF (8433) or 1-888-599-TIFF (8433) | tiff.net

Charitable Registration # 11930 4541 RR0001

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- Proficiency with computer applications (Microsoft Office, Gmail and database applications preferred)
- Familiarity with TIFF programming, particularly for children/families
- Interest in film considered an asset

Please submit cover letter, resumé and the names and phone numbers of 3 references by 5pm on Friday, February 3, 2012 **BY EMAIL ONLY** as a PDF or Word document (we do not accept Cloud hosting or File Sharing programs) to the attention of **Hiring Committee: MARKETING INTERN**

TIFF Email: humanresources@tiff.net ***Please note the position in the subject line***

Please note in your cover letter where you saw this job posting.

We thank everyone who applies for their interest, but only candidates selected for an interview are contacted. **No telephone or walk-in inquiries please.** All applications are considered confidential.

TIFF is an equal opportunity employer.

TIFF is a charitable, not-for-profit cultural organization whose mission is to transform the way people see the world. Its vision is to lead the world in creative and cultural discovery through the moving image.

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