



Fundraising Internship



Coral Head Productions (CHP) is an international film production company seeking interns to help with fundraising for post production, future filming and promoting our grassroots television series called "Trading Dishes".

Job Description:

- Develop on online fundraising campaign.
- Create fundraising events.
- Design invitations provide assistance at key high profile events.
- Work alongside marketing team to promote fundraising events and distribute invitations.
- Negotiate and secure contracts for events
- Maintain open communication with local business people, vendors, donors, event guests, volunteers, staff, and the general public.

Qualifications:

- Candidates who are passionate about the environment, travel, film, food systems, and/or agricultural sustainability.
- Coursework in fundraising, event planning, or similar experience.
- Self-motivate, team player with the ability to meet deadlines, remain flexible, and adjust to changing priorities in a fast-paced environment.
- Strong organizational skills, with keen attention to details, as well as excellent problem solving abilities.
- Excellent oral and written communication skills.
- Have self-discipline and time management skills necessary to work independently.
- Proficient in Microsoft Office or Pages
- Have regular and consistent computer and internet access, including the ability to work online.

Work Schedule/Time Commitment:

- Approximately 10-15+ hours/week (depending on work flow/ school requirements.)
- Minimum 3 days per week required, however 5 days preferred, we are flexible according to your school/work schedule.
- Many job duties may be done from home, but weekly meetings with Coral Head Productions staff may be required either in person or via Skype.

To Apply:

Please submit cover letter and resume to info@coralheadproductions.com along with examples of a press release and marketing campaign you organized or helped complete, in order to be considered. We will notify you of our decision.

This in an unpaid internship with possibility of a full time - paid position.



