



Internship Opportunities 2025

with the 44th Cambridge Film Festival (23rd October-2nd November)

Contents:

[Who are we?](#) - [Why Apply?](#) - [Testimonials](#) - [Expectations](#) - [Internships for 2025](#) - [Internship dates](#) - [Location](#) - [General skills and experience](#) - [How to Apply](#) - [Role Descriptions](#) - [Example agreement](#)

Who are we?

The Cambridge Film Trust has a national reputation for delivering a broad portfolio of high-quality special events and bespoke projects that enable a diverse audience to be moved by, learn about, and interact with the moving image. Its annual highlight is the Cambridge Film Festival, the UK's third-oldest film festival, which is renowned for the quality of its film programme.

The Cambridge Film Festival is offering several internships in 2025, providing motivated individuals **based in the Cambridge area** with the opportunity to contribute to the planning and delivery of the 44th Cambridge Film Festival, which will take place from October 23rd to November 2nd, 2025.

Why apply?

Undertaking an internship with the Cambridge Film Festival will allow you to develop your skills and confidence in a range of areas, from events management and hospitality to outreach and audience development. You will gain valuable insight into the running of a high-profile arts event and operate within a small and creative team that will expect you to take initiative across a range of areas.

Testimonials from past interns:

"I'll forever be grateful for the opportunity to work for the Cambridge Film Festival! Interning for the Festival has been one of the most positive experiences I have had in my professional career so far. Not only did I get to meet and work with some incredibly talented and dedicated people; I also received career advice and support that has been extremely invaluable in finding my current job. It was so rewarding to see our hard work pay off in the end, and it was fantastic being able to celebrate our achievements throughout the Festival!"

Kenisha- Intern 2023

"I loved being part of a kind, vibrant and knowledgeable team that was working together towards the same goal of creating the best film festival they could. I never felt exploited in any way and always felt like the work that I was doing was appreciated. It was such an unbelievably valuable experience for me, and I feel like I learnt so much about events production as well as the film sector in general that will undoubtedly help me as I progress in my career".

Lauren- Intern in 2022

"The festival gave me a unique opportunity to work with a small and passionate team while giving me the confidence I needed to lead on hospitality as well as help with production and operations. As a Film Student, I was able to interact and work closely with filmmakers, producers and distributors. The experience was invaluable, and I would recommend it to anyone wanting to gain experience in film, production, and film festivals. "

Maria- Intern in 2021

Expectations:

Each intern will enter into a non-binding agreement. The intern will undertake a set of project tasks, and the Cambridge Film Trust will commit to a series of objectives for the intern. There will be a two-week trial period, after which the situation will be reviewed to ensure both parties are happy with the arrangement.

We're a small charity with a very limited budget, and our internships are currently unpaid. To ensure we support our interns, we can offer the following benefits:

- Financial support to cover reasonable travel and subsistence expenses.
- An annual membership to the Arts Picturehouse cinema, including free tickets and discounts in the cinema.
- An annual Cambridge Film Festival Friend's membership (valued at £50), including benefits within the Festival and with partner organisations.
- Several complimentary tickets to Festival screenings (to be agreed with your manager and subject to availability)
- A post-festival debrief and mentoring session, including advice on career development and potential next steps into employability.
- A formal reference letter after the successful completion of the internship.

Internship dates:

All internship hours are flexible, and we will always endeavour to establish schedules that work for you.

Below are approximate dates to give an idea of the timeframes.

Approx 8th Sept- 7th Nov 2025:

Flexible part time between 8th September- 10th October, becoming flexible full time from 13th October - 7th November

All interns should be able to:

- Work in the offices at the Arts Picturehouse, Cambridge. Due to the nature of the work, there is little opportunity for remote working, and it is not possible to accept individuals based outside the Cambridge/Cambridgeshire area.
- Be available for the whole 11-day period of the Festival (23rd October - 2nd November 2025).
- Be available over the weekend on occasion to help with Festival brochure distribution.
- Respond to emails and communicate with the Festival team outside of office hours on occasion.
- Collaborate closely with the relevant team leader.
- Become an 'ambassador' for the Festival by helping to distribute Festival marketing materials to friends, family, and your local community.

Location:

Interns will be based at the Cambridge Film Trust offices at the Arts Picturehouse:

38-39 St Andrews Street, Cambridge, CB2 3AR

Please be aware that there is no lift to the floor on which our offices are located. If you have accessibility needs or concerns, please contact us before applying.

Internships for 2025 are being offered in the following areas:

- Festival Production & Hospitality
- Marketing & Outreach

Please read the full role descriptions on pages 5 and 6.

General skills and experience required:

- Be organised, patient and focused
- Be an excellent written and verbal communicator
- Be ready to use your initiative
- Be able to meet tight deadlines
- Be able to concentrate in a busy environment
- Be adaptable, friendly and a team player
- Be able to follow instructions and ask questions when unsure
- Have strong IT and web literacy
- **A keen interest in cinema is, of course, essential!**

In return, you will:

- Come away with first-hand experience of the challenges and excitement of being behind the scenes on a significant cultural event.
- Leave with a wealth of skills and experiences gained from the unique and definitely fast-paced Festival environment that will serve well in future careers.
- Benefit from training sessions run by industry professionals on topics including events management and marketing, as well as one-to-one mentoring and advice from your line manager.
- Receive a reference letter to show to future employers.

How to apply?

Read through the role descriptions in this document and the example Cambridge Film Trust Agreement. Please contact us at the email address below if you have any questions.

Send a cover letter and CV addressed to the Festival team by emailing:

enquiries@cambridgefilmtrust.org.uk

Please clearly state which internship you are applying for in both your email and cover letter.

*****DEADLINE FOR APPLICATIONS is midday, Wednesday 27th August.
Interviews will take place online on Tuesday, 2nd September*****

Candidates will receive the dates and instructions via email in due course.

Internship Role Description 1:

FESTIVAL PRODUCTION & HOSPITALITY

Reporting to and supporting the Operations Managers, you will assist with the smooth running of the Festival itself. You will assist with the organisation and delivery of all Festival logistics, ranging from running the Delegates' Desk to guest services. You will gain significant experience in festival management and hospitality, helping to raise the festival's profile within the local community.

Duties include:

- Ensuring the smooth operation of the venue, screenings, and events through liaison with senior management, cinema staff, projection staff, and volunteers.
- Assisting with logistics for events, including ordering equipment and services, as well as travel arrangements
- Assisting with managing Festival guests and delegates before and during their stay, ensuring they have a positive experience at the Festival. Tasks may involve preparing Festival guest information details for use by the press, liaising with transport providers, organising accommodation, managing delegate passes, and assisting the Festival team with entertaining Festival guests during their stay.
- Admin support across all aspects of event, venue and hospitality operations, including schedules, databases, spreadsheets, accreditations and information packs.
- Running the Delegates' desk, providing information and helping manage complimentary tickets for guests and press during the Festival. Including working closely with the Volunteers Manager to help supervise and train the team of volunteers at the Delegates' Desk.
- Supporting the collection of audience feedback.
- Becoming an 'ambassador' for the Festival, helping distribute the Festival brochure and marketing materials.

Internship Role Description 2:

MARKETING & OUTREACH

Reporting to and supporting the Outreach & Events Coordinator, you will undertake tasks related to the publicity and outreach of the Festival, playing a key role in developing Festival attendance.

This role requires strong organisation and communication skills as you'll be meeting a variety of tight deadlines and collaborating with a number of different people from a range of sectors. Media and design skills to assist in the production of marketing materials are desirable, but not essential.

Duties include:

- Collaborating with the Outreach & Events Coordinator on developing Festival audiences and attendance, with particular focus on targeting audiences for the specialised strands and memorable films and events.
- Liaising with local businesses, groups, clubs, and charities as part of the Festival's outreach & marketing campaign to promote the Event, encourage ticket sales, and arrange group discounts.
- Contributing to the production of marketing materials. This might include writing copy, assisting in the production of graphics and designs for print and digital use, creating posters to promote Q&As during the Festival, and drafting content for social media, among other tasks.
- Supporting the distribution of the Festival brochure as well as marketing materials, both inside and outside Festival venues. Tasks may involve putting up posters in town and delivering brochures to colleges.
- Supporting the Marketing & Outreach Assistant and the Events & Outreach Coordinator with the delivery of the Friends and Patrons scheme if required.
- Coordinating the Festival Audience Awards, its voting system and compiling votes.
- Supporting the collection of audience feedback.

Cambridge Film Trust Internship Example Agreement

The Cambridge Film Trust (CFT) agrees to...

Recruit fairly by:

- Running an open and equal recruitment process
- Including qualification and experience requirements within the advert
- Giving clear indications of the time scale and objectives of the internship
- Focusing on skills and potential rather than qualifications
- providing a clear outline of the project or duties to be delivered
- Ensuring the intern is aware of all of these facts to be able to make an informed decision about the suitability of the internship.

Provide a comprehensive induction including the following elements:

- Introduction to the CFT, its history, culture, values and aspirations
- Policies and procedures
- Provide an organisational structure and introductions to key staff
- Meet the senior management team and be informed of their roles and responsibilities, and how the internship fits into those
- A complete tour of the facilities and main event venues
- Health & safety information and fire evacuation training
- A complete discussion with the relevant line Manager to discuss the intern project, its short and long-term objectives and any other tasks that may be taken on.

Treat all interns with respect and provide a duty of care by:

- Treating them as equals to all other employees
- Ensuring their tasks reflect the skills of the intern
- Allowing the interns time off for job interviews and study requirements
- Ensuring activity has diversity and challenge.

Supervise and support throughout the internship by:

- Establishing clear communication methods with the line manager
- Providing advice and guidance for both during and beyond the internship
- Providing a clear plan to assist in delivering tasks and meeting objectives
- Offering performance reviews regularly to monitor progress.

Provide feedback and evaluation by:

- Conducting a final review meeting to identify learning outcomes
- Providing a final individual “next steps” session and assisting in the creation of a short and long-term career plan, delivering honest feedback on strengths, areas for improvement and achievements
- Providing a personal reference for future employers.

The Intern agrees to...

Be honest throughout the recruitment process by:

- Providing accurate and honest information regarding qualifications and experience
- Holding a genuine interest in the area of specialism being applied for.

Adhere to the Cambridge Film Trust’s mission and objectives by:

- Attending a full induction session
- Making a concerted effort to fit in with the organisation’s values and vision.

Demonstrate commitment to the organisation by:

- Sticking to agreed schedules
- Delivering objectives as required by the project plan
- Performing the more repetitive aspects of the role enthusiastically as well as embracing the more exciting opportunities
- Always being aware that they are representing the Trust in the eyes of the public, and always behaving in a responsible, friendly, professional and appropriate manner.

Understand the primary objective of the internship is to learn by:

- Listening to feedback and putting it into practice
- Collaborating with the team to achieve the best outcomes
- Offering constructive feedback to the organisation
- Seeking out mentoring and learning opportunities.