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* denotes board officer

March 27, 2025

MEMORANDUM

Greater Cleveland Film Commission (GCFC) Seeking Intern Candidates

Are you a self-starter with proficiency in marketing, grants and fund development currently studying for or interested in a career in the nonprofit sector? Looking to deepen your knowledge of organizational development and better be positioned for that next step on a career path toward becoming a nonprofit executive? If you answer yes to any of these questions, then we want to speak with you!

GCFC is a workforce and economic development 501c3 driving impact in those areas through the growing film and media production industry. We are actively seeking motivated individuals who would like to learn more about the nonprofit world and do so in the fun, fast-paced environment in which GCFC operates. Successful candidate(s) will work largely on grants research, grant submission, and events, as well as gain some insider perspective on what it is like to run an organization from a senior executive with an extensive background as a C-Suite leader in both the for-profit and nonprofit realms.

The basic job description is as follows:

- Support the efforts of GCFC development activities including grants research, grant submissions, special events execution, social media, diversity, equity, and inclusion related projects, fundraising, and other duties as needed.
- Attend GCFC fund development committee and other related meetings as required.
- Reporting to the Chief Diversity Officer, Vice President Corporate & Community Engagement, the marketing & development intern should possess strong writing and communications skills, with some experience in marketing, fundraising, and events at any level.
- Interest in the film industry is a plus, but not a requirement.
- Someone with an entrepreneurial spirit, and natural curiosity who is comfortable in all kinds of environments including corporate, grassroots town halls, mixers, and private foundations.
- While the position will be supervised, we are looking for a go getter who doesn't need someone looking over their shoulder to get things done.
- Must have reliable transportation and be willing to work some weekends.
- Must be able to lift 50 pounds.
- Currently an unpaid position. Approved job-related expenses are reimbursed.

For more information or to schedule an interview, please contact Lowell Perry – lperryjr@clevelandfilm.com or Juliana Johnson-Piller – jjohnson@clevelandfilm.com

See you in the movies!