



Presenters of the San Diego Asian Film Festival

## DEVELOPMENT INTERNSHIP

**Type:** Volunteer / Unpaid / College Credit Available

**Location:** San Diego, CA

**Dates:** Year-round, flexible start and end dates

**Commitment:** 10-20 hours weekly

**POSITION SUMMARY:** Pacific Arts Movement (Pac Arts) is seeking passionate, community-oriented individuals to join our team as Development Interns for the San Diego Asian Film Festival (SDAFF). This internship offers a unique opportunity to gain hands-on experience in both community engagement and nonprofit development while contributing to one of the largest showcases of Asian, Asian American, and Pacific Islander cinema in North America.

Interns will support outreach to schools, student groups, and community organizations, assist with partnership cultivation, and participate in fundraising efforts through in-kind and sponsorship campaigns.

### RESPONSIBILITIES:

- Assist with planning and executing outreach efforts to schools, cultural groups, and community partners.
- Help build and maintain databases of potential community collaborators and sponsors using Airtable and Google Workspace.
- Support in-kind donation outreach for food, beverages, and auction items, including email drafting, tracking responses, and updating outreach logs.
- Participate in group sales campaigns by distributing promotional materials, sharing invitations, and tracking attendance.
- Provide logistical and administrative support for events, workshops, and screenings leading up to and during the festival.
- Collaborate with the development team to research potential partners and assist in partner recognition and tracking.
- Contribute to box office or front-of-house operations during the festival, helping to create a welcoming environment for all guests.
- Attend regular team check-ins and share input on strategy, outreach language, and new partnership opportunities.

### QUALIFICATIONS:

- Enthusiasm for cultural programming, event planning, and community building.
- Strong written and verbal communication skills.
- Interest in nonprofit development, sponsorships, or marketing is a plus.
- Detail-oriented, organized, and able to manage tasks independently.
- Comfortable using (or eager to learn) tools such as Gmail, Google Drive, Airtable, Slack, and Dropbox.
- Availability to attend in-person events in San Diego, especially during the SDAFF festival dates (November 6–15, 2025).



Presenters of the San Diego Asian Film Festival

**DURATION AND COMMITMENT:** Minimum of 10–15 hours per week. Some work can be done remotely; however, availability for in-person events in the San Diego, CA area, especially during the festival season, is preferred. Flexible scheduling is available to accommodate academic or personal commitments.

**TO APPLY:** Please submit your resume and cover letter outlining your interest in the position and relevant experience to [internship@pacarts.org](mailto:internship@pacarts.org). Applications are reviewed on a rolling basis. No phone calls.

**ABOUT PACIFIC ARTS MOVEMENT:** Pacific Arts Movement is a 501(c)(3) nonprofit organization with a mission to present Asian and Asian American Pacific Islander media arts to residents and visitors of San Diego, aiming to inspire, entertain, and support a more compassionate society. As a year-round arts and culture organization, Pacific Arts Movement is best known for its annual flagship event, the San Diego Asian Film Festival, which is one of the largest showcases of Asian cinema in the country.

Pacific Arts Movement is an equal-opportunity organization that values diversity and inclusion. We encourage individuals from all backgrounds to apply.