

# LIGHTS DANCE

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F E S T I V A L

## **Lights Dance Festival Student Internship - Summer + Fall** July 20 - October 9, 2026

The Lights Dance Festival aspires to celebrate dance in its diversity and endless possibilities through the cinematic medium and live performances. With a vision of making dance more accessible to all, we strive to provide excellent programming of international and local screendance and live dance each year. As a not-for-profit fiscally sponsored by the Northwest Film Forum, Lights Dance values and celebrates independent art and interdisciplinary collaborations, and strives to build sustainable relationships and infrastructures through which we can support artists of all backgrounds.

Lights Dance is currently seeking student interns who will join our team for the 2026 season. This 12-week summer internship will provide a unique opportunity to acquire practical skills in arts administration and programming. Interns will be an integral part of our annual festival this September and acquire valuable skills from curation to marketing. Full festival participation (September 25-30) and festival post-mortem participation are required.

### Characteristics and skills we look for:

- Passion for visual and performance arts
- Commitment to working with people of varying backgrounds and identities
- Excellent written and verbal communication skills and problem-solving skills
- Ability to take initiative and manage projects from beginning to end
- Attention to detail and creativity
- Interest in non-profit arts and fundraising
- Proficiency in Microsoft Word, Excel, and Google Drive
- Familiarity with graphic design and photo and film editing

### Flexibility in internship schedule and credit count (GEN ST 350):

5 Credits = 12-13 hours/week or 150 hours

4 Credits = 10 hours /week or 120 hours

3 credits = 7-8 hours /week or 90 hours

2 credits = 5 hours /week or 60 hours

1 credit = 2-3 hours/week or 30 hours

### About Lights Dance Festival 2026:

The 10<sup>th</sup> annual Lights Dance will be hosted from September 25-30, 2026 in Seattle, WA. Inspired by the ways that dance can lead to a reawakening and rediscovery of ourselves and our environments, the Lights Dance Festival invites screendance creators from around the globe to share their work with our community. Our in-person programming will take place at the Wing Luke Museum and other venues around Seattle, including the Lights Dance Studio.

### Other key dates:

Film submission deadlines: July 20, 2026 (regular) & August 10, 2026 (extended)

Filmmaker notification date: August 17, 2026

## Current Internship Opportunities:

- Marketing & Outreach

Responsibilities include, but are not limited to:

- Grassroots marketing: contests and giveaways (tickets, gift cards)
- Social media marketing: create original content for LDF's various platforms, including Instagram and Facebook
- Online digital marketing: manage website and create digital flyers for circulation
- Connect with local organizations and artists through cold emailing
- Contact arts organizations, schools, and artists for cross-promotional opportunities
- Assist with printing and distributing promotional materials before and during the festival
- Screen and manage film submissions on FilmFreeway as part of the programming committee
- Merch design and development (post-festival)
- Volunteer recruitment (early-mid September 2026)
- Assist with event photography and videography (September 25-30, 2026)
- Collaborate with Development Intern on 2026 LDF highlight video

- Development

Responsibilities include, but are not limited to:

- General office administrative duties, including daily email check and minor bookkeeping
- Research current film and dance events and news
- Research and contact local businesses to coordinate outreach and sponsorship opportunities
- Assist with grant applications and festival logistics
- Screen and manage film submissions on FilmFreeway as part of the programming committee
- Communicate with filmmakers re: acceptance, rejection, inquiries, and post-festival news (awards)
- Distribute promotional materials before and during the festival
- Event (in-person and virtual) coordination and guest services for patrons and filmmakers
- Collaborate with Marketing & Outreach Intern on 2026 LDF highlights video

- Data Architecture

Responsibilities include, but are not limited to:

- Create an archival database for previous seasons (2017-2023 programs, audience choice awards, audience and filmmaker demographics, etc.)
- Web and mobile development and maintenance with user experience in mind
- Database design for various types of files including audiovisual formats
- Collect 2024 festival data to analyze audience and user engagement
- Data visualization and dashboard creation for internal use
- Screen and manage film submissions on FilmFreeway as part of the programming committee