

Internship Offer – Coordination & Events Assistant BIF Market – Brussels International Fantastic Film Festival (BIFFF)

Location

Brussels (Laeken & Heysel)

Period

From late January / early February to late April 2027 (minimum), covering the BIF Market and BIFFF period.

Context

Created in 2017 as part of the Brussels International Fantastic Film Festival (BIFFF), the BIF Market has become a major international meeting point for genre cinema. Each year it brings together producers, distributors, sales agents, institutions, investment funds, and festivals from around the world.

This internship offers a unique immersion in the coordination of an international film market, working alongside the team responsible for organization and participant hospitality.

Main responsibilities

Under the supervision of the BIF Market team, the intern will support all tasks related to the organization and smooth running of the BIF Market:

Guest reception & follow-up

- Contribute to preparing and maintaining the rooming list.
- Assist with contacting guests to share practical information.
- Support the reception of international guests at the hotel and on site.
- Help set up and monitor schedules.
- Assist with accreditation management.
- Contribute to organizing professional and cultural visits.

Events & communication

- Help monitor on-site social media activity.
- Support during events and networking activities.
- Assist with the preparation and smooth running of receptions.

- Contribute to the logistical setup of events.
- Provide on-site general support alongside the team.

Internal coordination & tools

- Assist in preparing and updating the Market Guide.
- Support the follow-up of Belgian professionals attending the market.
- Help with the circulation and organization of internal work tools.
- Assist with contacts with embassies and institutional partners.

Profile

Education: student in event management, communications, international relations, or equivalent.

Language skills:

- Excellent command of French and English (spoken and written).
- Dutch is an asset.

Practical skills:

- Very good command of Microsoft Office and Google Workspace.
- Excellent interpersonal and writing skills.

Soft skills:

- Rigor, organization, and adaptability.
- Stress resilience and a solution-oriented mindset.
- Professional presentation and strong sense of hospitality.
- Attention to detail.

Conditions

- Availability required every day of the festival, weekends included.

- Agreement-based, unpaid internship.

What we offer

- Immersion at the heart of a unique international event dedicated to genre film.
- Hands-on experience in coordinating and organizing a film market.
- A versatile role in direct contact with international guests and professionals.
- A passionate team and a stimulating work environment.

Application

Send your CV and cover letter (in French or English) to **marketpro@biff.net** with the subject line:

“Candidature Stage Coordination & Événementiel – BIF Market 2027”.