



Documentary Film Internship in San Francisco (3 months)

Company Overview

Citizen Film is an independent documentary production company that collaborates with community organizations to make and disseminate character-driven documentary films.

Work by Citizen Film's principals has screened on national television (PBS, HBO, IFC, TLC, etc.) and at some of our country's most prestigious venues, including the Sundance Film Festival, NY MoMA, the LA County Museum of Art (LACMA), the Hirshhorn, the Whitney American Museum of Art and more.

Internship Description

Because we produce several projects simultaneously, interns are involved in all stages of documentary film production, from development through distribution. In the development stage, interns will assist with funding research, and grant preparations. During production and post-production, interns provide support through logging, converting media, and assembling dailies, transcribing interviews and updating scripts. Interns will also provide assistance on film shoots, taking camera notes, and helping to set-up and breakdown equipment. Finally, interns will assist with marketing and promoting completed films by helping to prepare marketing materials, and providing support to press relations and community outreach. While work given to interns can often be repetitive, Citizen Film teaches interns a broader understanding of how each task fits into an efficient, high quality documentary film production process.

This is an unpaid internship.

Intern Qualifications

Must be available **3-4 days per week (10am-5pm) for 3 months**. We are looking for an intern who is Mac savvy, detail oriented, able to multi-task and can type 65 words/minute. Interns must be professional, engaged with the work, and reliable and should have experience in online and library research. Working knowledge of film/video is beneficial, including familiarity with Final Cut Pro. Our office uses the following computer programs: Filemaker Pro, Final Cut Pro, Microsoft Word, Microsoft Excel, Adobe Photoshop, and DreamWeaver. Recent graduates and students are welcome to apply.

To Apply -

Please email a cover letter and a resume to Sasha Riddle: sasha@citizenfilm.org. Include any relevant film/video production experience, as well as your level of familiarity with the computer programs used in our office.

**1426 Fillmore St. #201
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<http://www.citizenfilm.org>**