



## Documentary Film Internship in San Francisco – 3 Months <http://www.citizenfilm.org>

### 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 assist with grant preparations and funding research. During production, interns help on film shoots by taking camera notes and helping to set up and break down equipment. During post-production, interns provide support by logging and converting media, transcribing interviews, assembling sequences, and updating scripts. Finally, interns help market and promote completed films by assisting in the preparation of marketing materials, press relations and community outreach. While work given to interns can be repetitive, Citizen Film emphasizes a broader understanding of how each task fits into an efficient, high-quality documentary film production process.

This is an unpaid internship.

### Intern Qualifications

Interns must be available **2-3 days per week (10am-5pm) for 3 months**. We are looking for candidates who are professional, engaged with the work, and reliable. Candidates should also be Mac savvy, detail oriented, able to multi-task, able to type 65 words/minute, and have experience in online and library research. Working knowledge of film/video is beneficial, especially familiarity with Adobe software. Our office uses the following computer programs: Adobe Premiere Pro CC, Media Encoder CC, Photoshop, Final Cut Pro 7, Salesforce, Microsoft Word, and Microsoft Excel. Recent graduates and students are welcome to apply.

### To Apply -

Please email a cover letter and a resume to [admin@citizenfilm.org](mailto:admin@citizenfilm.org). Include any relevant film/video production experience, as well as your level of familiarity with the computer programs used in our office. **Please also include your specific availability dates.**