



JOB OPENING:
Assistant Producer
www.citizenfilm.org

CITIZEN FILM MISSION:

Citizen Film is a not-for-profit production company dedicated to crafting documentaries with care & dignity. We collaborate with cultural institutions, community organizations & independent producers to create films, place-based multimedia installations & online media that foster active engagement and dialogue in civic life.

Citizen Film's work is viewed by hundreds of thousands of people nationwide thanks to partnerships with civic and cultural institutions. Local collaborators include organizations like SF City Hall, the African-American Arts and Culture Complex, the Jewish Film Institute, and the University of California, and national partnerships involve leading institutions like the Smithsonian, the Corporation for Public Broadcasting, and PBS.

JOB RESPONSIBILITIES:

- Project Assistance
 - o Organize project detail: manage calendars, schedule meetings, communicate with project participants, draft emails & coordinate production & post-production work
 - o Research story topics, partners, funders, and audiences
 - o Event coordination assistance: Participate in the planning, coordination and supervision of events presented in collaboration with strategic partners
 - o Assist on shoots & in post-production on case-by-case basis
- Human Resources Assistance
 - o Help strategize, develop, & maintain Citizen Film internship program
 - o Train & supervise Citizen Film interns
- Administration
 - o Assist in managing Citizen Film's Salesforce account
 - o Help maintain organization and cleanliness of office

REQUIRED QUALIFICATIONS:

- Bachelor's degree or equivalent experience
- Strong research and writing skills
- Excellent computer skills in Mac environment
- Solid proficiency in MS Word, Excel & Google Applications
- Strong communication & interpersonal skills - ability to work effectively, both independently & as part of a team
- Organizational & time management skills

ADDITIONAL QUALIFICATIONS A PLUS:

Familiarity with Dropbox, Salesforce, MailChimp, PowerPoint, InDesign, Illustrator, Photoshop, Squarespace, WordPress, HTML

COMPENSATION:

Full-time, salaried position
\$38,000 – \$45,000 depending on level of experience

HOW TO APPLY:

Email cover letter & resume to admin@citizenfilm.org and include how you learned about the job opening in your cover letter.

Applications without cover letter & resume will not be considered.

Application Deadline: Friday, April 20, 2018