



**Documentary Media Internship in San Francisco
September through December 2018**

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

Our most recent work, *American Creed*, recently had a national broadcast debut on PBS and is now streaming at www.pbs.org/american-creed.

Description

Because Citizen Film produces several projects simultaneously, interns are involved in all stages of documentary film production, editing, distribution and public engagement. The focus of our work in the fall of 2018 will be distribution and public engagement around *American Creed*.

Applicants must be available 2-3 days per week (10am-5pm) for 3 months between September and December 2018 (exact start date to be determined on acceptance). This is an unpaid internship.

Responsibilities

- Assist in running successful media engagement campaigns by helping to build outreach lists and partner relationships
- Research potential funding partners and track grant cycles
- Contact individuals and organizations directly and maintain database of resulting contact information
- Assist with media management and office administration of a fast-paced documentary film non-profit organization

Intern Qualifications

We are looking for someone with strong communication and organization skills, who is passionate about documentary film as a medium for social impact. Interns should be Mac savvy, detail oriented, and skilled at multi-tasking. Interns must be courteous, professional and reliable and should have experience in online and library research. Proficiency in Google Suite applications and Microsoft Word and Excel and Dropbox is essential. Working knowledge of the following is preferred but not required: Final Cut Pro, Adobe Premiere, Photoshop, and InDesign.

To Apply

Please email a cover letter and resume to admin@citizenfilm.org. Include any media experience, as well as your level of familiarity with the computer programs used in our office.

**1426 Fillmore St.
San Francisco, CA 94115**
<http://www.citizenfilm.org>

Phone: 415-206-1880
admin@citizenfilm.org