



**Documentary Media Internship in San Francisco
Spring 2019, January through April**

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*, had a national PBS broadcast debut in February 2018. [Click here to see the trailer.](#)

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 spring 2019 will be distribution and public engagement around *American Creed*.

Applicants must be available **2-3 days per week** (10am - 5pm) between January and April 2019 (exact dates to be determined).

This is an unpaid internship.

Responsibilities

- Assist in running successful media engagement campaigns by helping to build outreach lists and partner relationships. Help to maintain contact information in Salesforce database
- Research wide variety of topics, from archival media sources to potential funding partners and beyond
- Assist with media management on several concurrent projects
- Support 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 Microsoft Word and Microsoft Excel is essential. Working knowledge of the following is preferred but not required: Adobe Premiere Pro, Photoshop, InDesign and Final Cut Pro.

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**