



**Documentary Media Internship in San Francisco
Summer 2019, May through August**

Company Overview

Citizen Film is an independent non-profit documentary production company that makes and distributes character-driven documentaries. Work by Citizen Films' principals have screened on television (PBS, HBO, IFC, TLC, etc.) and at some of our country's most prestigious venues, including the Sundance Film Festival, MoMA NY, the LA County Museum of Art (LACMA), the Whitney, and more.

Our most recent work, [American Creed](#), had a national PBS broadcast debut in February 2018.

Description

Citizen Film produces several projects simultaneously, so interns are involved in all stages of documentary filmmaking – from development and production through editing and distribution.

Applicants must be available **3 days per week** (10am - 5pm) for three months between May 7 and August 30, 2019.

This is an unpaid internship.

Responsibilities

- Assist in running media engagement campaigns by researching potential partners, building outreach lists, monitoring and posting on social media, and updating our Salesforce database.
- Research a wide variety of topics, including archival media sources and potential funding partners
- Assist with media management on several concurrent projects.
- Support office administration for 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. They must be courteous, professional and reliable, with experience in online and library research. Proficiency in Microsoft Word and Excel is essential. Working knowledge of the following is preferred but not required: Google Docs, Adobe Premiere Pro, Photoshop, InDesign and Final Cut Pro.

To Apply

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

We appreciate all applicants and their interest in working with us here at Citizen Film. However, due to a high volume of applications, we will not be able to get in touch with everyone. If we are looking to move forward with your application we will schedule a phone interview by March 18th.

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