



Documentary Media Internship in San Francisco

Company Overview

Citizen Film is an independent documentary production company that collaborates with community organizations to make & disseminate character-driven documentary films. Work by Citizen Film's principals has screened on television (PBS, HBO, IFC, TLC, etc.) & 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, & more.

[Click here to see a sample of our most recent work, *American Creed*](#) (national PBS broadcast).

Description

Because Citizen Film produces several projects simultaneously, interns are involved in all stages of documentary film production, editing, distribution & public engagement. Applicants must be available 2-3 days per week (10am - 5pm) for 12-16 weeks total (depending on start date & end dates). The internship is especially valuable for applicants in the last year of their undergraduate degree (or later) who have 3 consecutive days available.

Responsibilities

- Research wide variety of topics, from archival media sources to potential funding partners & beyond
- Assist with media management on several concurrent projects
- Assist in running successful media engagement campaigns by helping to build outreach lists & helping to maintain contact information in Salesforce database.
- Support office administration of a fast-paced documentary film non-profit organization

Intern Qualifications

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

This is an unpaid internship

To Apply for Spring 2020 - Please email cover letter & resume to admin@citizenfilm.org. Include any media experience, as well as level of familiarity with the computer programs used in our office.

Applications must be submitted by November 1st, 2019.

Internship runs Sept thru Dec / Jan thru May / June thru Aug. Exact start & end dates are decided on a case by case basis.

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