



## 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 Summer 2020** - Please email cover letter & resume to [admin@citizenfilm.org](mailto: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 April 3<sup>rd</sup>, 2020 by midnight PST.**

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

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

Phone: 415-206-1880  
[admin@citizenfilm.org](mailto:admin@citizenfilm.org)