



Documentary Filmmaking Editorial Internship in San Francisco Bay Area

ABOUT CITIZEN FILM:

Citizen Film is a nonprofit documentary media company dedicated to crafting films and site-specific multimedia installations that foster active engagement in civic life. Our work reaches approximately 1 million people per year in civic spaces, from public parks to PBS. In addition to sparking national reflection and place-based action, our works have shown at many of America's most prestigious institutions, from the Sundance Film Festival to MoMA-NY.

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

Since its founding in 2002, Citizen Film has offered internships to young people. Through these internships, Citizen Film has helped teach and mentor many aspiring documentary filmmakers and social activists.

DESCRIPTION:

Citizen Film's Editorial Intern carries out technical and administrative tasks that support all aspects of the post-production process and the organization as a whole. We are a fast-moving non-profit organization so successful candidates must be self-motivated, with strong technical skills and attention to detail. Applicants must be available 3 days per week (10am - 5pm) for 12-16 weeks total (depending on start & 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 per week. This is an unpaid internship. Applicants must live in the Bay Area.

RESPONSIBILITIES:

- Technical support for Editing team including:
 - media ingestion, transcription systems management, subtitling, archiving completed projects, cataloguing hard drives, etc.
- Social media & communications support
- Administrative & back office support Other related duties as assigned

REQUIRED QUALIFICATIONS:

- Strong computer skills in Mac environment
- Proficiency in Adobe Premiere
- Interest in documentary storytelling and using media as a tool for social change
- Strong communication and interpersonal skills
- Ability to work effectively, both independently and as part of a team
- Organizational and time-management skills

ADDITIONAL QUALIFICATIONS A PLUS:

- Google Suite, Squarespace, Adobe InDesign, Illustrator and Photoshop, Dropbox and social media platforms including Facebook, Instagram, Twitter & LinkedIn

HOW TO APPLY: Email cover letter and resume to aurora@citizenfilm.org. Applications without both cover letter and resume will not be considered.

APPLICATION DEADLINE: Sunday, January 16th, 2022

APPROXIMATE START DATE: Tuesday, February 4th, 2022