



**JOB OPENING:
Assistant Producer**

www.citizenfilm.org

ABOUT CITIZEN FILM:

Citizen Film is a not-for-profit production company dedicated to crafting documentary films and site-specific multimedia installations that foster active engagement in civic and cultural 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.

DESCRIPTION:

Citizen Film's Assistant Producer carries out producing, technical and administrative tasks that support all aspects of the filmmaking process. We are a fast-moving non-profit organization so successful candidates must be self-motivated, with strong technical skills and attention to detail. This position has great opportunity for growth.

JOB RESPONSIBILITIES:

- Organize project details: manage calendars, schedule meetings, communicate with project participants, draft emails & coordinate production & post-production work
- Research story topics, partners, funding sources & audiences
- Event coordination assistance: Participate in the planning, coordination & supervision of events produced in collaboration with strategic partners
- Assist on shoots & post-production on case-by-case basis

REQUIRED QUALIFICATIONS:

- Two years of professional work experience
 - Production experience a plus
 - Community organizing experience a plus
 - Public engagement campaign coordinating experience a plus
- Strong organizational & time management skills
- Strong communication & interpersonal skills - ability to work well independently & as part of a team
- Strong research & writing skills
- Excellent computer skills in Mac environment
- Proficiency in MS Excel & Google Suite Applications

ADDITIONAL QUALIFICATIONS A PLUS:

Familiarity with Dropbox, Salesforce, MailChimp, PowerPoint, InDesign, Illustrator, Photoshop, Squarespace, WordPress, HTML & social media platforms including Facebook, Instagram, LinkedIn.

COMPENSATION:

- Full-time, salaried position
- \$45,000 – \$55,000 depending on level of experience

HOW TO APPLY:

- Email cover letter & resume to admin@citizenfilm.org and include how you learned about the job opening in your cover letter.
- Applications without cover letter & resume will not be considered.

Application Deadline: Friday, June 10, 2022 at 11:59pm PST