



**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 engages audiences in civic spaces, from public parks to PBS. In addition to sparking national reflection and community-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 documentary production, strategic-partnership building and audience-engagement 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 and partners, draft emails, coordinate research, pre-production, production, post-production and partnership-building work.
- Research story topics, partners, funding sources & audiences.
- Assist on shoots & post-production on case-by-case basis.
- Help plan, coordinate and supervise events produced in collaboration with strategic partners.

REQUIRED QUALIFICATIONS:

- Two years of professional work experience.
- Strong organizational and time-management skills.
- Strong communication and interpersonal skills - ability to work well independently & as part of a team.
- Strong research and writing skills.
- Excellent computer skills in Mac environment.
- Proficiency in MS Excel & Google Suite Applications.

ADDITIONAL QUALIFICATIONS A PLUS BUT NOT REQUIRED:

- Familiarity with software such as Dropbox, Salesforce, MailChimp, PowerPoint, InDesign, Illustrator, Photoshop, Premiere, Squarespace, WordPress, HTML, and social media platforms including Facebook, Instagram, LinkedIn.
- Film production experience.
- Community organizing experience and/or campaign coordination experience.
- Experience working with teens and/or educational organizations.
- Live in the Bay Area or near a transportation hub in another part of the country.

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, July 1, 2022 at 11:59pm PST