



Documentary Media Internship

Company Overview

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

[Click here to see a sample of our 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, and public engagement. Applicants must be available in person 2-3 days per week (10 am - 5 pm) for a total of 12-16 weeks (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 a wide variety of topics, from archival media sources to potential funding partners and beyond.
- Assist with media management on several concurrent projects.
- Assist in running successful media engagement campaigns by helping to build outreach lists and helping maintain contact information in the Salesforce database.
- Support office administration of a fast-paced documentary film non-profit organization.

Intern Qualifications

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

This is an unpaid internship — Hybrid or remote (depends on position)

Inquire to Apply at admin@citizenfilm.org

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