



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 2-3 days per week (10 am - 5 pm) for a total of 12-16 weeks (depending on start date & end dates). Internships can fulfill 160 hours to 330 hours. This internship is especially valuable for applicants in the last years of their undergraduate degree 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 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 Google Suite (Drive, Docs, Sheets, etc) and Dropbox is essential. Working knowledge of the following is preferred but not required: Adobe Premiere Pro, Photoshop, InDesign, Final Cut Pro, Canva, social media, website design (Squarespace, Wordpress, Wix), Microsoft Word, Excel, Mailchimp and Salesforce.

This is an unpaid internship — hybrid, remote, or in person (depends on position).

To Apply: Please submit a resume and cover letter via email to admin@citizenfilm.org or through Handshake. Include any media experience, as well as level of familiarity with the programs listed above.

Applications accepted on an ongoing basis. Internships typically run Sept thru Dec / Jan thru May / June thru Aug. Start and end dates are decided on a case by case basis. Email admin@citizenfilm.org to inquire about internship availability.

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