

# INTERNSHIP



Organization: Citizen Film

Location: San Francisco

Job Title: Documentary Film Internship

## Job Description:

- Involved in all stages of documentary film production
- Funding research and grant preparations
- Support through logging – dubbing – cloning - digitizing
- Assembling dailies - transcribing interviews and updating scripts
- Assistance on film shoots and taking camera notes
- Set up and breakdown equipment
- Marketing and promoting completed films

## Qualifications/Requirements:

- Type 65 words per minute
- Detail orientated
- Knowledge in film/video
- Some knowledge :
  - Filemaker Pro – Final Cut Pro
  - AVID editing software
  - Microsoft Word/Entourage/Excel/Internet
  - Adobe Photoshop /DreamWeaver

Hours: 3 days per week/10:00am – 5:00pm

Time Period: 3 months

Wage: Unpaid

Training: Training will be provided

Contact: Las Positas Internship Coordinator

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