



Seeking Publicity Interns—Fall 2015

Film Independent is a nonprofit arts organization that champions independent film and supports a community of artists who embody diversity, innovation, and uniqueness of vision. Film Independent helps filmmakers make their movies, builds an audience for their projects, and works to diversify the film industry. Film Independent is also known for producing the Spirit Awards, the Los Angeles Film Festival and the Film Independent at LACMA screening series.

Publicity Internships available at Film Independent, 2-3 days a week minimum commitment required, hours 10:30 AM - 6:00 PM, offices located in West LA. We are looking for responsible, organized, resourceful, pro-active, detail-oriented individuals who would like hands-on professional publicity experience. Interns ideally available mid-August through Friday, March 4, 2016.

Internship duties include:

- Researching and updating media lists in Excel
- Tracking media coverage and archiving press clippings
- Assisting in the creation of pitch documents
- Organizing photos from events and choosing selects
- Help with administrative tasks
- Assisting Director at various events with managing press, talent and house photographer

Internship requirements

- Public Relations, Journalism, Communications or Media-related major
- Excellent verbal and written skills
- Strong organizational and multi-tasking skills, attention to detail is key (to demonstrate this please be sure to title your email "**Film Independent Fall PR Internship 2015**")
- Must have a great work ethic, resourceful, responsible, independent thinker, can do attitude
- Punctual to a fault, pleasant phone manners & reliable transportation

***** This is an unpaid internship, college credit required. Please send your resume and cover letter to Alia Quart Khan, Director of Publicity via email aqkhan@filminddependent.org. No calls please.**