

FILM INDEPENDENT SPIRIT AWARDS

Seeking Event Production Interns for the 2016 Film Independent Spirit Awards

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.

We are looking for responsible, organized, resourceful, pro-active, detail-oriented individuals who would like hands-on professional event production experience. Interns ideally available mid-October through Friday, March 4, 2016.

Internship duties include:

- Researching and updating production documents
- Help with administrative tasks
- Work with all areas of Event Production
- Assisting Producers at various meeting and events
- Help with administrative tasks
- Organizing

Internship requirements

- Must want to work in Event Production
- 2 days a week minimum commitment required (Monday –Thursday), hours 11:00 AM - 4:00 PM
- **Must be available everyday beginning February 22-28, 2016 while on location.**
- Excellent verbal and written skills
- Strong organizational and multi-tasking skills, attention to detail
- Must have a great work ethic, resourceful, responsible, independent thinker, can do attitude
- Punctual to a fault, pleasant phone manners & reliable transportation
- Must be 18 years or older to apply

***** This is an unpaid internship. Please send your resume and cover letter to Danielle Federico, Associate Producer, Spirit Awards via email dfederico@filmindependent.org. Please be sure to title your email "Film Independent SA Event Production Internship 2015") No calls please.**