

FILM iNDEPENDENT

Seeking Publicity Interns—Spring 2017

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 known for producing the Spirit Awards, the Film Independent Forum, LA 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 - 5:30 PM, offices located in West LA. We are looking for responsible, organized, resourceful, proactive, detail-oriented individuals who would like hands-on professional publicity experience. Interns need to be available mid-March through end of June. Interns will be required to be available every day during the LA Film Festival, June 14 – June 22, 2017. Internship concludes at the end of June.

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
- Media RSVPs for events
- Help with administrative tasks
- Assisting Director at various events with press check-in, managing press, talent and house photographer

Required computer skills:

- MAC savvy
- Proficient in Excel
- Knowledge of Cision a plus

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 title your email “**Film Independent Spring PR Internship 2017**”)
- Must have a great work ethic, resourceful, responsible, independent thinker, can do attitude. This is not a position for shy people.
- Punctual to a fault, positive-problem solver, 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@filmindpendent.org. No calls please.**