



Seeking Publicity Interns

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 Mid City. We are looking for responsible, organized, resourceful, pro-active, detail-oriented individuals who would like hands-on professional publicity experience. Interns need to be available July through early October. Interns will be required to be available every day during the LA Film Festival, September 20-28. The internship will conclude in mid-October but there is the possibility to extend the internship to work on the Spirit Awards.

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 Meltwater/Trendkite 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 PR Internship 2018**")
- Must have a great work ethic, resourceful, responsible, independent thinker, can do attitude. This is not a position for shy people.
- MacBook to bring into the office. Note: interns may work remotely on occasion
- 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 Melanie Bates, mbates@filmIndependent.org. No calls please.**