

FILM iNDEPENDENT

Seeking Publicity Interns – Fall 2018

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 Presents 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 will help in the lead up and on site for events like the Spirit Awards and Film Independent Forum. Interns will need to be available October through – May 2018. The internship will conclude in early May but there is the possibility to extend the internship to work on the LA Film Festival.

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 and other Microsoft Office applications
- Knowledge of media monitoring services like Trendkite and Meltwater is 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 Fall 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
- 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, Publicity Assistant via email mbates@filminddependent.org. No calls please.**