

FILM INDEPENDENT

Job Description as of July 2023
Title: Video Content Production Intern
Pay rate: \$16.90/hr
Status: Non-Exempt

ABOUT FILM INDEPENDENT

Film Independent's mission is to champion creative independence in visual storytelling in all its forms, and to foster a culture of inclusion. We support a global community of artists and audiences who embody diversity, innovation, curiosity and uniqueness of vision.

Job Description:

The Video Content Production Intern will have the exciting opportunity to work at Film Independent, one of the nation's premier film arts nonprofits. The intern will shoot and edit video for Film Independent's YouTube channel and social media channels. Additional duties may include shooting, editing and uploading videos for Film Independent's various marketing needs. This position will work approximately 20-30 hours a week between October - February. The schedule will include some nights and weekends that will be discussed to accommodate candidate's schedule. The intern will report to the Senior Manager, Digital Content, as well as to a co-supervisor, Marketing and Communications Associate.

Duties:

- Assist Senior Manager, Digital Content on capturing video content and editing segments.
- Help Senior Manager, Digital Content with editing, routing projects for approvals and uploading final content across platforms.
- Assist with scheduling and organizing digital content calendars and requests.
- Support organization and management of digital files and Film Independent's archival YouTube videos (this may entail adjusting thumbnails and video tags).
- Organizing inventory equipment.
- Attend meetings and events as needed.
- Communicate within and across departments about projects as needed.

Qualifications:

- Basic photography, videography and nonlinear editing skills.
- Knowledge of Sony 5D camera, Adobe Premiere, iMovie, Photoshop and prior experience creating content for YouTube or social platforms are a plus.
- Applicants must be comfortable using Mac platforms and should possess a friendly and professional office demeanor.
- Knowledge of and interest in the world of film is helpful.
- Prior event coverage experience is preferred.

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- Reliable access to a transportation is required as the intern will participate in on-location shoots.
 - Ability to work as part of a team and under pressure with all personalities at various levels.
 - Experience working with Microsoft Office Suite, including Word and Excel.
 - Strong organizational skills, attention to detail, and good writing and communication skills.
 - Candidate must live in or around the Los Angeles area.
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Background:

Film Independent's mission is to champion creative independence in visual storytelling in all its forms, and to foster a culture of inclusion. We support a global community of artists and audiences who embody diversity, innovation, curiosity and uniqueness of vision. For over three decades, Film Independent has served the Los Angeles community as a leading nonprofit media arts organization that supports thousands of filmmakers and film lovers annually, including our 8,000 Members.

Interested applicants should send a cover letter and resume to jobs@filmindependent.org.

Applicants are also encouraged to submit 1-2 relevant video work samples.

No phone calls, please.