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:
As the Project Involve (PI) intern, you are essential to the PI team. Over the course of your internship with PI and within Artist Development, the intern will support both the Associate Director of Project Involve and Project Involve Manager with the current cohort of Fellows as they champion creative independence in visual storytelling. The intern will help with the application and submission process for PI, organize meetings, respond to inquiries about PI and help usher in the new cohort. This position will work 20-30 hours a week from August 2024 through December 2024; if intern can work through February 2025, the intern will work 15-18 hours a week.

Duties:
- Setup and log Resident Mentor Meetings with PI Fellows
- Prep and collect materials for 2025 application cycle
- Review applications and scripts when assigned
- Assist in other departmental tasks initiated by the Director of Artist Development, including conducting
- Research, fielding general questions, and other support tasks as needed
- Schedule usage of Film Independent facilities and catering for in-person events (when in-person events can take place)
- Keep notes during Artist Development team meetings
- Occasionally providing on-site support during Artist Development events in Los Angeles (when in-person events can take place)
- Other duties, as assigned
Requirements:

- Ability to work as part of a team and under pressure, with all personalities at various levels
- Experience working with Mac platforms and Microsoft Suite, including Word and Excel
- Strong organizational skills, attention to detail and good writing and communication skills

Competencies:

- Interest in the entertainment industry and programming preferred

How to Apply:
Interested candidates are invited to submit their resume and cover letter outlining their relevant experience and qualifications to jobs@filmindependent.org.

Please include Project Involve Intern in the subject line.

Don’t meet every requirement? Studies have shown that women and people of color are less likely to apply for jobs unless they meet every single qualification. We are committed to building a diverse, inclusive, and authentic team. If you’re excited about this role but your past experience doesn't align perfectly with the job description, we would like you to apply anyway. You may just be the perfect fit for either this or other roles.

Film Independent is an equal opportunity employer and will not discriminate against any employee or applicant on the basis of race, color, national or ethnic origin, religion, age, gender, handicap, pregnancy, sexual orientation, or veteran status.