

### **Education Intern**

The California Film Institute is seeking interns to assist the Director of Education. CFI Education is an expanding program covering all of the Bay Area and with a combination of hands-on filmmaking and media literacy programs. The intern schedule is flexible, however we request that interns be available to devote a minimum of 10-15 hours a week, Monday through Fridays with an occasional weekend day during the Mill Valley Film Festival in October. Since the program is 12 months a year special attention will be paid to intern applications for a longer period of time than just one semester.

#### **Primary duties will include:**

- Assist with programming and event administration: data entry, logging and organizing preview DVDs, publicity materials, etc.
- Providing General administrative support to the Education Dept: filing, faxing, copying, assist with mailings, sending emails, researching contact names/numbers and general correspondence
- Organizing and editing video clips from our video archiving program
- Filming and editing Q&A's with film industry speakers
- Assist with committees administration including a Teacher Workshop committee and a new grade school program committee
- May be asked to participate in screening films, depending on experience
- Assist with special projects: Active Cinema, seminars, panels, our annual Environmental Youth Forum in May and the Young Critics Jury program in July etc.
- Additional duties as assigned
- There will be the opportunity to participate in special projects and as a discussion leader according to each intern's areas of interest or expertise.

#### **Qualifications:**

- Must be highly organized and detail oriented with attention to accuracy
- Comfortable working with student ages 13-18
- Preferably familiar with Word, iMovie or Final Cut Pro, Filemaker Pro and Excel on a Mac platform
- Thorough understanding of the Internet
- Interest in Media literacy and/or the filmmaking industry

This job will require working in our San Rafael offices and occasionally in locations in San Francisco and the East Bay.

#### **Compensation:**

This is an unpaid internship, however course credit may be available. Interns receive a CFI Associate Membership (with year-round benefits at the Rafael Film Center) and complimentary tickets to the Mill Valley Film Festival and the Smith Rafael Film Center.

#### **How to apply:**

Please send a cover letter and resume to CFI Education Director John Morrison at [education@cafilm.org](mailto:education@cafilm.org).

For information on additional internship positions in Programming, Development, and Marketing, please visit [www.cafilm.org](http://www.cafilm.org)