

Proofreader
Mill Valley Film Festival Publications
Seasonal Position
Reports to Festival Managing Editor

Part-time August through Festival (October 17) (some work may fall over Labor Day weekend). Works remotely from home for much of project duration. Approximately one to two weeks on-site at San Rafael location.

Summary: Proofread the festival's two publications and website, working closely with the copy editor, managing editor, and web editor.

Essential Duties and Responsibilities:

- Proof and fact check all copy for the Mill Valley Film Festival's two hard copy publications and website.
- Check and update copy in Filemaker database.
- Proofread all copy in hard copy proofs at typesetter.
- Use established source materials and AP and MVFF style guides to proof for errors and style.
- Work within established deadlines.

Required Skills/Experience:

- Helpful to have experience proofing manuscripts, and familiarity with AP Style.
- Must have own computer and Internet connection.
- Familiarity with Filemaker.
- Interest in independent films, and enthusiasm for learning more about the medium.
- Patient, self-motivated, dependable.
- HTML experience helpful but not required.

Hours: As needed to accomplish designated workload. Nights and weekends as necessary. Major deadlines mid-August to mid-September. May include working some weekends and evenings.

Compensation:

Stipend available.

How to apply:

Please send cover letter and resume to Rose Anne Raphael, managing editor, raraphael@cafilm.org.

No phone calls please.