



JOB POSTING

JOB TITLE: Production Intern

SALARY RANGE: \$6,000/Stipend

REPORTS TO: Zerihoun Yilma – Associate Director

TYPE: Internship

START: Open until filled

LOCATION: Main Office

The Coalition for Humane Immigrant Rights (CHIRLA) is a nonprofit organization founded in 1986. CHIRLA is a California leader with national impact made of diverse immigrant families and individuals who act as agents of social change to achieve a world with freedom of mobility, full human rights, and true participatory democracy. CHIRLA organizes and serves individuals, institutions and coalitions to build power, transform public opinions, and change policies to achieve full human, civil and labor rights. Guided by power, love and vision of our community, CHIRLA embraces and drives progressive social change.

POSITION:

CHIRLA is seeking an intern to focus on assisting the director and producer in production/post production/distribution for the Coalition for Humane Immigrant Rights (CHIRLA's) feature film "America's Family" and distribution for CHIRLA's short film "America; I Too." Production duties may include assembling a production book (under the supervision of the producer), assisting the Director on Set and assisting with production errands that may involve drop offs a pickup as needed. In regards to post production duties may include coordinating studio sessions and the various meetings of the multiple artists involved in post-production, such as sound engineers, film editors, composers, musicians and animators.

This intern may need to sit in on meetings and studio sessions to take notes or provide production assistance as needed. Film intern may also help submit the project to film festivals and relevant conferences and/or help organize and produce the national community tour. Intern will be responsible for website upkeep (including graphic design) and regular social media posting and e-blasting. This internship may also include developing curriculum materials for the community tour (under producer supervision), assisting our producer in Mexico to plan the Mexican community tour, updating our fundraising database, reaching out to potential funders and assisting with grant writing (should additional post production and marketing funds for the film still be needed), assisting with and/or planning fundraising events and writing and designing press materials.

Additional Internship duties and activities may include assistance in helping drive sales for the fall marketing campaign for CHIRLA's short film, "America; I Too." The campaign includes keeping up with social media posts, sending out email blasts, researching e-blast lists and organizing academic screenings in order to build film sales. This position is mostly on site for production, working about 40 hours a week during production, then have more flexible hours through December.





The ideal candidate for this position will be someone who has a vision and strong desire to build CHIRLA's local and statewide power, but also loves to implement program work at the local level and to work directly with organizers and leaders to build a strong powerful base. This position is for someone who enjoys working in the field, establishing relationships with community members and local allies, as well as to further the progress made on immigrant rights in California.

DUTIES AND RESPONSIBILITIES:

- Essential expected skills of the intern should include but are not limited to: Strong communication skills (both written and oral);
- Excellent organization skills. Graphic and web design experience (Go Daddy/WordPress/Photoshop);
- Superb scheduling/time-management skills; demonstrable skill as a self-starter who can monitor short term and long term projects effectively;
- A person who is on time for all meetings, events, studio sessions or filming;
- Experience with Microsoft office and related programs (must have access to a laptop with Microsoft Word, Excel, Photoshop, Adobe);
- Social Media savvy (including Hoot Suite) Comfortable working independently and as part of a team;
- Additional Skills/Assets that are helpful are: Being bilingual (Spanish and English) Previous on the job or college training in production;
- Thorough knowledge of stages of production a working car and willingness to make production runs or pickups if necessary;
- Patience and perseverance.

To apply, send resume and cover letter to: jobs@chirla.org
Subject Line should read: **Production Intern**

