



INTERNSHIP OPPORTUNITIES AT THE CFC

The California Film Commission (CFC) is an office of State government that falls under the Governor's Office of Business and Economic Development. The CFC supports film, TV and commercial productions of all sizes and budgets, with a variety of services, including film and TV tax credits, our extensive digital location library, free on-line permitting, low cost use of state properties as shooting locations and production assistance.

The CFC is seeking interns who can work at least two days a week.

THIS IS AN UNPAID INTERNSHIP AVAILABLE TO VOLUNTEERS
AND STUDENTS EARNING SCHOOL CREDIT

DUTIES (vary depending on time of year):

- Work alongside executive staff doing research and assisting with special projects.
- Work with CFC Location Specialist on projects for the CFC Location Library. Research and update locations database, CinemaScout.
- Assist Film & TV Tax Incentive team with updates to tax incentive database and contact lists as well as create various contact sheets. Also help set up for tax credit orientation meetings and take notes during meetings.
- Assist walk-in clients in using CFC's website, original location photo files and cinema book collection.
- Create and prepare various handout materials. Create print materials and graphics, assist in communication projects and shoot digital photos.
- Assist with the planning of annual CFC marketing events: the Producers Breakfast Reception, the California Locations Conference, AFCI Locations Expo and California On Locations Awards. (Note: assistance with CFC marketing events varies depending on time of year intern is working.)
- Front desk reception, greet client walk-ins, assist with phone coverage and general office duties as needed.
- Attend meetings, events and on-set site visits associated with the work of the CFC when possible.

SKILLS REQUIRED:

Basic knowledge of computers using internet resources, html, Photoshop, Outlook, Excel, Word and PowerPoint. Friendly telephone manner, basic typing ability and attention to detail are required.

NOTES:

For those who wish to work in a production environment or on a set, in development or talent management – this internship is not for you. If you'd like to learn about California locations, the business-side of the industry and get involved with production on a state level, then we'd be happy to talk to you.

CFC interns must acknowledge and agree that this is an unpaid internship.

Having a car is not mandatory, as the CFC offices are three blocks from the Hollywood/Highland Metro station (the Red Line).

The CFC is located in Hollywood, California, and its hours of operation are: 9:00 a.m. – 6:00 p.m., Monday through Friday.

Please send cover letters and resumes to:

Joseph Cruz
jcruz@film.ca.gov

If you have any questions about the internship, please call Joseph at:

323-860-2960, ext. 170