

INTERNSHIP PROGRAM

DATES: Approximate Internship Dates:

Spring Internship Jan 15 – May 15
Summer Internship June 15 – Aug 15
Autumn Internship Sept 15 – Dec 20

Application Deadlines:

December 1 for Spring Internship
May 1 for Summer Internship
August 15 for Autumn Internship

Notification Dates:

December 20 for Spring Internship
May 15 for Summer Internship
September 1 for Autumn Internship

DESCRIPTION:

Interns at Kartemquin will have the opportunity to train with an internationally recognized non-profit media arts organization and learn how social issue documentary films are created, from research and development to distribution and outreach. Interns collaborate and train with a team of filmmakers who have produced emotionally compelling, challenging, and socially relevant documentaries for over forty-five years.

Internship duties comprise a healthy mix of office administration, business and finance administration, and assistance with current documentary projects. Project assistance takes many forms and can include: production work; post-production work; project management; project research; grant research/applications; and film festival submissions.

Autumn and spring term internships are part-time and run approximately 16-18 weeks. Summer internships are also part-time, unpaid and run about 9 weeks. Interns are offered a \$500 stipend to cover internship expenses.

Interns will be expected to work approximately 16-20 hours a week, preferably spending at least one full day a week at Kartemquin. All interns will schedule their time during normal business hours, 9:30-6:00, Monday-Friday (except when assisting at special events and shoots that take place outside of regular hours).

Specific tasks may include, but are not limited to:

- *Assisting in area documentary shoots
- *Research (festivals, grants, distribution and marketing, project related)
- *Transcribing, dubbing, logging, other post-production support
- *Preparing for, assisting in the implementation of, and attending local and in-house screenings and meetings
- *Writing/editing/updating: KTQ info on the web, newsletter articles, press and PR materials, proposals
- *Organizing and tracking sales, distribution
- *General admin- shipping, filing, answering phones/door, database entry

Number of Intern positions per season: 5-6

QUALIFICATIONS:

Prospective interns should share our vision of examining and critiquing society through the stories of real people. It is not necessary to have an extensive background in film or video production; however, organizational skills, a good sense of time management, and the ability to prioritize and juggle tasks are essential traits. Interns at Kartemquin will have many exciting learning opportunities; however they will be expected to do clerical work between big projects. Interns must be able to take initiative, see tasks to completion, and problem-solve; strong writing skills are a plus.

Applicants must be a junior or senior undergraduate student; a graduate student; or have graduated from college or grad school within 2 years of beginning the internship.

APPLICATION PROCEDURE:

You must submit the following to be considered for an internship:

- Completed application form (download as a Microsoft Word document).
- Cover letter.
- Resume.
- Contact details for one reference (we will give you prior notice before contacting them).

Email completed applications to: Beckie Stocchetti at beckie@kartemquin.com

You may also mail to:
Kartemquin Films
1901 West Wellington
Chicago, IL 60657
Attn: Beckie Stocchetti

Or fax: 773 472-3348

Questions can be directed to beckie@kartemquin.com. NO PHONE CALLS PLEASE.