

PFO Internship Description

Contact: Jessica Conner - Assistant Director

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PRIMARY FUNCTION

To provide administrative support for a non-profit economic development agency that promotes the southwestern Pennsylvania region to the film industry. Students currently majoring in areas such as Film/Film Studies, Marketing, Communications, Public Relations, Public Policy, Government Affairs, Computer Science and Media Arts will be given priority consideration.

SKILLS

Computer literacy (specifically Word and Excel), organizational capabilities, telephone experience, initiative

WORK PERFORMED

- Field incoming phone calls
- Follow through with requests for information on southwestern Pennsylvania
- Scan digital photo files into computer systems
- Assist in maintenance of location photograph filing system
- Read daily newspapers and trade magazines for articles for clipping report, PFO board books and assist in development calls to production companies.
- Make deliveries to production offices, run basic errands, filing, copies, etc.
- Assist with annual fundraiser, "*Lights! Glamour! Action!*"™
- Perform other duties as assigned, including assistance with fundraising events.

PROJECT

Each intern will work together with Film Office staff to determine an individual project to be completed upon the end of the term. Interns will have time during internship hours to complete the project. Some examples of past projects are design of a door-hanger brochure distributed throughout communities where filming is taking place; design of a marketing packet; a 15-city/four-year comparison of the film industry; web site development; surveys of production industry; "Walk of Fame" event at the annual fundraiser; etc.

SCHEDULE

To be determined by the director. Looking for a minimum of 12-15 hours per week for a minimum of three months - negotiable.

PAYMENT

Unpaid

CREDIT NOTE

Student **must** receive college credit for internship.

FORMER PITTSBURGH FILM OFFICE INTERNS

Alumni of the Film Office have gone on to work in the film industry with such companies as New Line Cinema, the William Morris Agency and Fox Searchlight. With the right attitude, disciplined work ethic and enthusiasm, an internship at the Pittsburgh Film Office can open doors to a world of post-graduate opportunity in the film industry.