



Deadline: May 1, 2009

Location: Santa Monica (Los Angeles County)

Category: Arts Service

Compensation: \$3,500 per Project – Internship

Travel: Yes – August 4-21, 2009 (Santa Fe, NM)

Paid LA County Student Internship - NALIP

Latino Producers Academy™ Assistant Coordinator

NALIP is a national organization that supports the professional development of Latino/a film, television and documentary filmmakers: writers, producers, directors, students, educators, performers & activists.

We seek to increase the quality and quantity of images by and about Latinos everywhere you see media.

Program Description:

The *Latino Producers Academy™* is a NALIP Signature program in the same model as the Sundance Labs and WGBH Documentary Program. In its Seventh year, NALIP's *LPA* selects documentary producer / directors and feature producers with directors and their projects to attend a 18-day intensive program that improves their skills, advances their projects and provides mentors and professional relationships.

Position Overview:

This is a dynamic summer position that exposes an intern to all aspects of arts program management, Latino media, documentary and film training/production, plus top industry professionals who participate as instructors, mentors and crew.

We run the program like a film production, so there is a fast-paced, fast-energy office that preps the Academy, assembles a production team, trains volunteers, travels participants, sets up the production work flow, wraps and reports out.

We produce stimulating, highly energetic professional programs -- Lots of work, but a fun and invaluable experience! You will be guided by charismatic leaders who will inspire you to achieve the extraordinary.

Duties and Responsibilities:

The primary responsibilities of the *Assistant Coordinator* are to provide support to NALIP's Programs Director and Production Manager during pre-production and production of our 7th *Latino Producers Academy* by: maintaining workflow; handling telephone calls, e-mail and online communication with program participants and mentors; answering questions and processing applications; interfacing with the selection committee that admits the 2009 *Latino Producers Academy* fellows from around the country; assisting in the recruitment and coordination of crews and mentors; preparing program materials; setting up production office; resolving administrative problems; ensuring operation of equipment; providing program information; maintaining supplies inventory; contributing to team effort; attend staff meetings.

The Intern -*Assistant Coordinator*- will meet with their supervisor once a week to discuss issues and priorities.

Knowledge, Skills, and Abilities Required:

- Strong communication and interpersonal skills (excellent phone skills)
- Basic PC proficiency - Skilled in use of internet, e-mail, Excel and Word processing software.
- Organizational skills - Keeps files and work area organized.
- Must be energetic, self-motivated, solution oriented/problem solver, thorough, reliable and committed to high quality performance.
- Production – “Can Do” attitude
- Flexible
- Awareness of or interest in independent film and documentary world.
- Maintains inventory and equipment to ensure smooth office operation.
- Demonstrates professionalism at all times.

*** Minorities encouraged to Apply ***

Education and Experience Required:

Undergraduates and graduating seniors may apply. Students must have completed at least one semester of college by June 2009, and be currently enrolled (full-time) in a community college or a four year university. Graduating seniors are eligible only if they are to complete their undergraduate degree by September 1st, 2009. Students must either reside in Los Angeles County or attend school in Los Angeles County. Candidates are welcome from all areas of undergraduate study and are not required to have demonstrated a previous commitment to the arts.

Please visit the Los Angeles County Arts Commission website to read the specific education requirements at: <http://www.lacountyarts.org/internship.html>

****NALIP is committed to workforce diversity. Qualified applicants will receive consideration without regard to age, race, color, religion, sex, sexual orientation, disability, or national origin. Smoke-free/Drug-free work environment. All resumes are held in confidence. Only candidates whose profiles closely match requirements will be contacted during this search****

Do not miss this unique opportunity – Apply for this job!

*****Please email resume and cover letter to the contact below**

Octavio Marin

Signature Programs Director

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www.nalip.org

This internship is sponsored by the Los Angeles County Board of Supervisors through the Los Angeles County Arts Commission. More than 125 undergraduate interns will participate in the program this year at 95 performing, presenting, and literary nonprofit arts organizations and municipal arts agencies throughout LA County. In addition to their full-time 10 week paid internship, interns will participate in one educational event as part of the program, which is funded by the Getty Foundation. The educational event is designed to provide interns with a broader perspective of the vibrant arts and cultural landscape of the County. For additional information on the Los Angeles County Arts Commission, the Arts Internship Program, and for a complete list of all the internships offered this summer, visit the Arts Commission website at www.lacountyarts.org