



## **INTERNSHIP OPPORTUNITIES FOR CLASS CREDIT**

The California Film Commission (CFC) is an office of State government that 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 located in Hollywood, California. Hours of operation are 9:00a.m. – 6:00p.m., Monday through Friday.

### **DUTIES (vary depending on time of year):**

- Work alongside executive staff assisting and organizing special projects.
- Assist Deputy Director with research projects; federal and state filming regulations, federal and state lands, legislation, contact updates and filing.
- Assist Film Tax Incentive Program with updates to tax incentive database and contact lists and create various contact sheets.
- Assist with development of mobile compatible Website to further expand accessibility of all CFC online resources - production tools and services, film permit information, informational charts, green filmmaking resources.
- Review and audit of all CFC online resources for connectivity, functionality and placement.
- Work with regional film offices, government agencies, property owners and location managers to create and update CinemaScout film location records in the CFC's online location database.
- Participate in CFC marketing meetings and discussions.
- Assist with planning for annual CFC marketing events; the Producers Breakfast Reception, California Location Trade Show, AFCI Locations Expo and California On Locations Awards. (Assistance with CFC marketing events varies depending on time of year intern is working.)
- Create print materials and graphics, assist in communication projects, and shoot digital photographs. Assist in creating marketing DVD using still photos and film clips.
- Attend meetings, events, film screenings and on-set site visits associated with the work of the CFC, Regional Film Offices and the CA film industry clientele.
- Front desk reception assistance including client walk-ins and phone coverage.

**SKILLS:** 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.

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