

CORE HOURS:

We expect this position to require 20 hours/week though more is preferred based on student's schedule. We will be happy to work with the student and his/her course schedule to accommodate as needed. The desired core work schedule is M-F 4hrs/day. This can be adjusted and the time of day can be flexible. But whatever schedule is agreed upon must be consistent.

DUTIES and RESPONSIBILITIES:

- Research all possible film and documentary grant options, develop grant proposal, and submit
 - Present options on a regular basis to Producer(s).
 - Candidate grants chosen by Producer(s) will need to be thoroughly researched for submission criteria.
 - Work with Producer(s) for developing, writing, submitting, and tracking the progress of each selected potential grant proposal.
 - Update Producer(s) on status and needed (if any) materials to accompany submission.

QUALIFICATIONS:

- Proficiency in MS Word, MS Excel, and MS Outlook a MUST.
- Excellent communication skills—written and verbal.
- Ability to prioritize projects and strong problem solving skills.
- Excellent research skills (internet-savvy) and attention to detail.
- Impeccable telephone skills.

ADDITIONAL:

- Dress code: Business casual with occasions requiring professional business attire, only conservative ear piercing acceptable, no facial piercings or facial tattoos.
- We are a non-smoking/smoke-free environment.
- Must be comfortable around dogs (esp. no allergies to dogs).
- Signing a Non-Disclosure Agreement is required.
- Signing a Waiver/Media Release (agreement to use) your likeness (image/photo) highly preferred.
- Intern will receive Film Production Staff Credit for any project(s) worked on in both the film crawl and IMDb.

This intern position is UNPAID but has the potential to lead to a part-time, paid position with NEW SHEPHERD FILMS.