Communications Intern
April–July 2021
Brooklyn, NY

Chicken & Egg Pictures is seeking a Communications Intern, an individual who would like an insider’s view into the documentary film world, and who is interested in joining a creative team that is truly passionate about advancing our mission of supporting a global community of women and gender nonconforming filmmakers.

What You’ll Do
The intern will assist our Communications Assistant and External Relations Manager on various projects and tasks to gain experience in the documentary film industry and nonprofit communications. Educational opportunities will include learning about:

- Documentary film funding and promotion
- Writing, copy editing, proofreading, and fact checking
- Launching an open call for our (Egg)celerator Lab for emerging filmmakers
- Wordpress website maintenance
- Archive maintenance and systems

The intern will be supervised by the Communications Assistant and will learn cross-team communication, organization, and project management skills. This is a great opportunity to enhance organization and communication skills and to learn about outreach, nonprofit work, and supporting documentary filmmakers.

Who You Are
Candidates should:
- Have a keen eye for detail;
- Be a great engager/communicator (visual, oral, and writing);
- Have an aptitude for social media platforms, tech tools, and software (including Microsoft Office and Google Drive);
- Have an enthusiasm for storytelling for social change; and
- Have experience or interest in learning WordPress.

What Else You Should Know
Duration: April 2021 to July 2021 (four-months minimum), with the possibility of an extension.
Time Commitment: Approximately 16 hours per week. The exact number of hours per week will vary, and a flexible schedule is possible.
Compensation: $15 per hour. This part-time position is not eligible for benefits, except those mandated by law.
**Location:** Chicken & Egg Pictures’ main office is located in DUMBO, Brooklyn. Staff are currently teleworking for the foreseeable future due to the COVID-19 pandemic. It is strongly preferred, but not required, that the Communications Intern be based in the New York metropolitan area.

**Equal Employment Opportunity:** Chicken & Egg Pictures is an at-will and equal opportunity employer. As such, we strongly encourage and seek applications from all backgrounds, including but not limited to women and gender nonconforming individuals, people of color, bilingual and multicultural individuals, people with disabilities, people of all ages and education levels, and members of the LGBTQ community.

We take great pride in providing equal employment opportunities to all employees and applicants for employment and prohibit discrimination and harassment of any type without regard to race, color, religion, age, sex, pregnancy, national origin, ancestry, ethnicity, disability, genetics, protected veteran or military status, sexual orientation, gender identity or expression, political affiliation, marital or familial status, arrest or conviction record, status as a victim of domestic violence, or any other characteristic protected by federal, state or local laws.

**Applicants with Disabilities:** Reasonable accommodation will be made so that qualified disabled applicants may participate in the application process.

**How to Apply**

You have two options when you submit your application: you can submit a cover letter or you can answer 2–3 of the questions below. Please submit one of these options, along with your resume to commjobs@chickeneggpics.org with "Communications Intern Application - [Your Name]" in the subject line.

1. Why do you want to work at Chicken & Egg Pictures? What experiences have prepared you to work on our communications team?
2. Do you have any experience in WordPress? If yes, tell us about the experience. If no, tell us about experiences that were similar that may prepare you to work with the platform.
3. What are some of your favorite tools for writing, copy editing, proofreading, and fact checking (for your own work or for others) and why?

Applications will be reviewed between Wednesday, March 10 and Wednesday, March 24 (deadline: 11:59pm ET). The communications team will then reach out to candidates who have been selected for interviews, which will be conducted from Thursday, March 25 to Wednesday, March 31.