

## Program Intern

Nov 2021 – Feb 2022

Brooklyn, NY

[Chicken & Egg Pictures](#) is seeking a **Program 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.

Please note that Chicken & Egg Pictures is not a production company. We are a nonprofit organization that supports documentary filmmakers through grants and mentorship programs. We are looking for a candidate who not only has a love for filmmaking but is also eager to assist the Program Team in the behind-the-scenes logistics of running effective artist development programs.

## What You'll Do

The intern will assist our Program Team on various projects and tasks to gain experience in the documentary film industry and nonprofit program support. Educational opportunities will include learning about:

- How Chicken & Egg Pictures supports and funds films and filmmakers
- Logistical support for virtual programming
- Coordination with filmmakers and guest speakers for program materials
- Financial and logistics administration for program-related events and activities
- Registration and scheduling for festivals, forums, and markets for our program team
- Database maintenance

The intern will be supervised by the Filmmaker Engagement Manager 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 event programming, nonprofit work, and supporting documentary filmmakers.

## Who You Are

Candidates should:

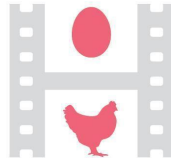
- Be confident in their communication skills and prepared to represent the organization in a tactful, accurate and tailored manner
- Be organized and detail oriented
- Be adept at managing projects that require problem-solving skills and follow-through
- Have an enthusiasm for storytelling for social change
- Have some experience or interest in learning software such as Google Drive and Adobe Illustrator
- Have experience or interest in learning to use Zoom or another live streaming platform for organizing live events such as workshops and webinars
- Be NYC-based

## What Else You Should Know

**Duration:** Nov 2021 – Feb 2022, with the possibility of an extension.

**Time Commitment:** Approximately 16 hours per week.

**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 and working at the office is optional. We require that the candidate be based in the New York metropolitan area and be able to join us at our office, should we open during the internship period.

**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 the 2-3 questions below. If you choose to answer the questions below, please answer Question #1 and then choose either Question #2 or Question #3.

Please submit one of these options, along with your resume to [program\\_intern\\_jobs@chickeneggpics.org](mailto:program_intern_jobs@chickeneggpics.org) with "Program Intern Application - [Your Name]" in the subject line.

1. Why do you want to work at Chicken & Egg Pictures?
2. What skills will you bring with you that will allow you to be successful in this role? Please elaborate with examples of how you have applied these skills in the past.
3. Do you have any experience in virtual event planning and coordination? If yes, tell us about the experience. If not, tell us about experiences that were similar that may prepare you to work in this way.

At the end of your application please note what your ideal schedule would be (ex: two 8-hour days, four 4-hour days, etc., including preferred days of the week). We are flexible but would like to have a sense of what your work week may look like.

The deadline to submit an application is **October 15, 2021 at 11:59pm ET**. The program team will then reach out to candidates who have been selected for interviews, which will be conducted late October and early November.