

CETUSA Internship Program Offer



Start Date: as soon as possible
Duration: 3-6 months
Hours: 32-40 hours per week
Compensation: UNPAID
Housing: assisted to find
Position: 1
Field: Film & Digital Media Archiving (10227)

Host Company Description: The Company is a small, stock footage company with over fifty thousand film prints and twenty thousand digital files. For over 30 years, the company licenses acquires eclectic footage and supplies it for feature films, documentaries, broadcast television and other projects world-wide. The company has licensed its work to a variety of productions and projects. Some of its customers include Disney, DreamWorks, HBO, Oracle, Canal Plus, and Kiss World Tour

SAN FRANCISCO, CALIFORNIA

Position Description & Responsibilities:

- Assist in day-to-day operations including researching footage requests, film and digital image archiving, film and video logging, off-line time code editing, database entry and other technical and organizational duties. This is not a production position.
- Assist in Digitizing, archiving and making accessible archival materials
- Clean repair and archive 16mm and 35mm film elements
- Learn how to maintain digital databases, log metadata
- Understand principles of time code
- Learn how to work with digital files, off-line editing
- Assist in researching our analog and digital archives



How to Apply: Submit a professional resume with a professional photograph to usmexico@cetusa.org. Indicate desired start and end dates, 5-digit program number and title

Applicant Qualifications:

- To apply for an internship program, you **must** be a **Media or Communications** undergraduate student OR a recent graduate starting the program within 12 months of graduation.
- **Advanced English** communication skills required
- Excellent writing skills, detailed oriented, able to learn quick, self-motivated, multitasking
- Editor design skills is a PLUS



