



# PASADENA FILM OFFICE VOLUNTEER & INTERN POSITIONS AVAILABLE

WWW.FILMPASADENA.COM

Sept. 26, 2007 The Pasadena Film Office occasionally has volunteer & intern positions available. This is a fast-paced office with rigorous deadlines. We coordinate more than 500 on-location productions in the City of Pasadena annually, including feature films, television series, reality TV, commercials, student films & still photography. We also market our City to the entertainment industry as a potential filming location.

Film Office volunteers & interns work in the newly restored Pasadena City Hall building assisting staff in processing film permits, interacting with film producers, location managers & scouts, film students, permit & location services, Police & other City staff, as well as local merchants & residents.

**DUTIES MAY INCLUDE:** Providing staff with general administrative support including answering phones, responding to emails, updating databases & website, filing, scanning, photocopying & faxing, surveying customers, coordinating special projects & promotions, & other tasks important to the function of the Film Office.

## JOB REQUIREMENTS:

- High school diploma
- Must be prompt & responsible
- Enthusiasm, tact, people skills & time management skills
- Must be detail-oriented with strong organizational skills & excellent written & verbal communication skills
- Comfortable with heavy phone & email volumes, and multi-tasking
- Proficient in Microsoft Word, Outlook & Excel, & a quick study with new computer programs
- Photoshop, desktop publishing & web design a plus
- A positive attitude, a good sense of humor & the ability to maintain a calm & pleasant demeanor with all customers, City staff & members of the community
- Must be willing to happily complete all tasks assigned, the majority of which will be routine administrative support

**COMMITMENT:** Flexible. To be determined on a case-by-case basis.

**COMPENSATION:** While there is the potential for occasional income opportunities, this is an unpaid volunteer or internship position. Academic credit may be possible. Volunteers and interns receive hands-on job experience in a high profile film office. Perfect for film students or individuals seeking a career in the film industry or future City employment. Please be aware that this is not a "glamorous" job. It is highly unlikely that you will meet any movie stars in this position; however, we can arrange occasional "set" visits & you will gain invaluable knowledge of what is involved in filming "on location" & an asset to your resume.

Interested applicants should email a brief resume and a description of their situation and availability to:  
filmoffice@cityofpasadena.net.