

INTERN JOB DESCRIPTION

Agency: Southern Colorado Film Commission

Description:

The intern will be expected to regularly meet with advisory board members of the Film Commission to discuss the Commission's activities and how they should be presented online. The intern will be responsible for maintaining the Southern Colorado Film Commission's web presence, ensuring that the website is up to date at all times. The intern will be responsible for coordinating the development, organizing and making available the Film Commission's photo database, and may need to contact filmmakers in regards to it upon request.

Qualifications:

Intern must have working knowledge of website creation in Dreamweaver or other website development program. Background in communications, marketing or similar field may be helpful. Must be able to work independently, without constant supervision. Must be self-motivated. Written communications skills are vital.

This is an unpaid position.

Contact: Mary Hoffman at Adams State College Community Partnerships 587-7372 or Karl Jolliff at 587-8209