

**Internship/Job Title:** Assistant to Executive Producer

**Paid/Unpaid:** Paid

**(If applicable) Rate/Stipend:** Varies depending on experience

**Credit Available:** N

**If yes: HS \_\_ College \_\_**

**Duration/Dates/Semester:** Mid-June - Mid August

**Total Hours per week:** 30

**Company/Organization Name:** Berkshire Film and Media Collaborative

**Work Location:** 66 Allen Street, Pittsfield, MA 01201

**Remote Work Available:** Y

**Company/Organization Description (and mission):**

BFMC creates education, workforce, and production opportunities in the film and media industry as an economic initiative for the Berkshire region. We maintain an online crew and locations database to help filmmakers when they want to film here which creates jobs for local professionals and revenue for our local businesses. We have a Community Film Fund to help our small nonprofits have a voice through video. We also conduct on line classes in our local schools to promote interest from our young people in this growing industry.

BFMC is creating an international film and education center, BFMC+/Kemble Street Studio, to be located at the north end of the Elayne Bernstein Theater on the grounds of Shakespeare & Company in Lenox. The 20,000-foot space will house a working stage (with augmented and virtual reality capabilities), editing suites, sound mixing, and color correction suites. It will be a hub for our film community and a resource for both our for-profit and nonprofit organizations to make videos for their branding marketing, social media, and customer, or donor bases. We will offer internships to local students and residencies to foreign filmmakers to teach and bring their productions here. We will provide scholarships and opportunities to those from underserved and diverse populations who have important stories to tell. Lastly, BFMC+/IKSS will facilitate the streaming of original content from the Berkshires.

**Reports to:** Executive Director

**Description of Duties:**

Assist the Executive Director in managing the organization, organizing meetings, and maintaining correspondence.

**Learning Outcomes:**

Seeing all facets of running a small nonprofit. Managing people, solving problems (especially for productions), and coordinating many moving parts at once!

**Skills/Competencies Required:**

Excellent communications and organizational skills - helping to answer emails. coordinate meetings, and write letters. Taking on small projects. Be a team player and an independent thinker. Have an interest in film.

**How to apply and available until:**

Email me directly. Our summer internship position is already filled for 2023. But there may be other opportunities in the future.