



The City of Dahlonega's North Georgia Film Office is offering an internship program for Fall 2016 to provide UNG Film students the opportunity to develop a working knowledge of and gain experience in the film, television and entertainment industries. The North Georgia Film Office is seeking a student with excellent communication skills who wants to learn how these industries work, and contribute to the film commission's efforts to promote and expand these industries in North Georgia.

#### INTERN DUTIES

- Participates in various meaningful tasks which are valuable and necessary to the department such as database maintenance, maintaining the organization of the locations library and customer service.
- Gains practical experience in the professional or technical field of study; assists in research, analysis, review and other related activities in the department.
- Updates film office permit records in FilmApp, the film commission's on-line film permitting tool.
- Responsible for performing a wide variety of clerical duties within the locations library such as uploading photographs, contacting property owners, indexing photographs by subject headings, categories, architectural reference, keywords and regions.
- Coordinates with location owners, location managers, studio executives, the state of Georgia Film & Entertainment office and adjacent communities to market North Georgia Film as the regional production hub.
- Track monthly calls and emails responses.
- Provide office and clerical assistance to North Georgia Film Office staff.
- Other duties as required.

#### REQUIREMENTS

- Ability to work 10 hours per week at our office in Dahlonega.
- Demonstrate professional interest in film, television and entertainment.
- Excellent verbal and written communication skills.
- Knowledge of website and social media management.
- Interns are not required to receive course credit, but may be eligible.

#### TO APPLY

Email a formal cover letter and resume to Dahlonega Downtown Development Authority Program Assistant, Danielle Bell at [dbell@dahlongadda.org](mailto:dbell@dahlongadda.org)