

**Wellspring Philanthropic Fund  
Perspective Fund Internship  
2019**

**Job Summary**

Perspective Fund seeks an intern to assist with various administrative tasks related to its grantmaking in support of independently-produced documentary projects, which aim to activate audiences and strategic stakeholders around a film to work towards specific social justice goals. The Perspective Fund Intern (PFI) will report to and work under the direction of the Film Impact Officer and the Director of Donor Initiatives and Special Projects, and work in close collaboration with the Donor Initiatives and Special Projects Assistant.

**Key Responsibilities**

- Update and develop the Perspective Fund grants and prospects database
  - Research and create new entries, populate and sort film credit and filmmaker demographic data fields in Airtable
- Accept new inquiries into the Perspective Fund workflow for evaluation
  - Keep track of submitted projects and consider their strengths and weakness for initial reporting; discuss new projects with the program team
- Track the development of projects in progress
  - Monitor correspondence and maintain a calendar regarding development and release dates for films in progress; watch submitted cuts and note updates in the editorial process
- Collect media in Perspective Fund digital asset management system
  - Upload and sort new video files to RAID and Plex servers
- Research and editing for internal memos and reporting documents
  - Design of report templates, data collection and calculation
  - Reports to

**KNOWLEDGE AND SKILL REQUIREMENTS**

- Experience in the social justice documentary film space as well as a professional office environment.
- Interest in all phases of film production, finance, evaluation, distribution and impact, and provision of editorial and strategic support.
- Familiarity with and commitment to human rights and social justice issues.
- Understands and values social justice, including racial and gender equity as an organizational operating principle - and is committed to continued learning on issues related to race, gender, equity, diversity, and inclusion.
- Excellent and demonstrated English-language writing and editing skills.
- Excellent research, analytic and organizational abilities.
- Knowledge of Microsoft Office and Google Suite

- Ability to remain flexible, work independently and in a team, and manage one's own time.
- Experience working with Airtable a plus.
- Ability to work in a cross-cultural, team environment.
- Ability to handle confidential information with complete discretion.
- Willingness to learn, be open to new ideas, and have fun.
- Understands and values social justice, including racial and gender equity as an organizational operating principle – and is committed to continued learning on issues related to race, gender, equity, diversity and inclusion

### **LIMITATIONS AND DISCLAIMER**

The above job description is meant to describe the general nature and level of work being performed; it is not intended to be construed as an exhaustive list of all responsibilities, duties and skills required for the position. The team member may be required to perform duties outside of their normal responsibilities from time to time, as needed.

### **Compensation and Benefits**

- Hourly part-time position (\$18/hour)
- Flexible schedule
- Develop and strengthen personal and professional skills in a workplace committed to the advancement of human rights
- Participate in weekly lunch series featuring staff and expert outside speakers

Perspective Fund believes we are strengthened by the diversity of our staff, and welcomes such diversity including race, gender identity or expression, educational attainment, disability, veteran status, and personal experience with the criminal justice system. We welcome applications from people of all cultures, backgrounds, and experiences, and we strongly encourage people of color and persons with disabilities to apply.

We actively cultivate an institutional culture that reflects the values of respect, equity and inclusion that we seek through our work to amplify in the larger world. We hire, promote and retain interns based on their professional qualifications, demonstrated abilities and work performance, as well as on the degree to which these qualities are required in the employment positions made available by the Foundation's service needs and business requirements.

All personnel decisions, including but not limited to recruitment, hiring, compensation, assignment, training, promotion, discipline and discharge, are made without discrimination based on any protected characteristic as defined by law, e.g., race, color, religion, national origin, citizenship, ancestry, age, disability, gender identity or expression, sex, sexual orientation, marital or familial status, domestic partner status, veteran or military status, genetic predisposition or carrier status, and prior criminal convictions, as well as educational attainment.

**How to apply:**

Send an e-mail to [internship@wpfund.org](mailto:internship@wpfund.org) with "Perspective Fund Intern" in the subject line, and attach the following documents:

- Cover letter with a brief personal statement, and an outline of career goals and interests in human rights and social justice
- Resume listing relevant courses, previous experience and special skills (including languages)
- One academic or professional reference; no personal references will be accepted
- One writing sample (i.e., academic work, research paper, essay) of no more than three pages.

Complete applications must be received, not postmarked, by the deadline, **Wednesday, September 18<sup>th</sup>, 2019.**

- Internship runs from September – December (flexible).
- No phone calls, please