



## Otero County Film Office: Internship Program

The mission of Film Otero is to promote and develop the film and entertainment arts industries in Otero County and Southern New Mexico. Read more at [www.filmotero.com](http://www.filmotero.com)

The primary objectives of Film Otero Include:

- Maintain a film liaison office focused on the development and promotion of the film and entertainment arts industries in the City of Alamogordo, Otero County, and Southern New Mexico.
- Promote and assist in the development of film and entertainment arts production infrastructure in Alamogordo and Otero County.
- Collaborate with regional academic institutions, professional film workforce development organizations, and the community to develop and sustain a trained film and entertainment arts workforce.
- Maintain a comprehensive location, crew, and vendor support database.
- Support community education about the film and entertainment arts industries.
- Support local filmmakers.

The Film Otero internship program offers college and university students the opportunity to gain a working knowledge of the film and television industries. We are looking for students with great communication, organization and computer skills who want to learn how the industry works, and contribute to our efforts to promote the film and entertainment arts industries in Otero County and Southern New Mexico.

### INTERN DUTIES

- Assisting in digital cataloging and upload of digital location images into Film Otero Photo Library. (a working knowledge of WordPress authoring and use of plug-ins is preferred but not required)
- Performing specific research projects, such as filming locations, weather, agriculture and crew information, via the Film Otero resources, internet searches, phone calls, newsgroups, etc..
- Reading scripts, preparing studio-style coverage, and location breakdowns.
- Performing routine clerical tasks such as data entry, photocopying and filing.

### REQUIREMENTS

- Current student or recent graduate in a college or university degree program.
- Ability to work 10-20 hours per week (in at least two-hour blocks) at our office at NMSU-Alamogordo campus in Alamogordo, NM.
- Must have own transportation to and from Film Otero.
- Demonstrates professional interest in film, television and media production industry.
- Excellent verbal and written communication skills.
- Interns are not required to receive course credit, but may be eligible. Check with your advisor.

At this time, Film Otero internships are unpaid.

TO APPLY Please email a cover letter describing why you would like to intern at Film Otero to: [jwafful@ci.alamogordo.nm.com](mailto:jwafful@ci.alamogordo.nm.com).