

## **Accredited Internship through CSUS or Los Rios Community Colleges - school credit**

### **Weeks 1-4:**

1. Office Training and Orientation:
  - Familiarize with office protocols, tools, and software
  - Understand the organizational structure and the roles of different team members
  - Learn about the Film Office's mission, processes, and procedures
2. Shadowing the Film Commissioner and Staff:
  - Observe daily activities of the Film Commissioner and key staff members
  - Gain insights into decision-making processes and interaction with film production teams
  - Participate in discussions and meetings to understand the office's operational workflow
3. Answering Phones and Handling Communications:
  - Learn to manage incoming calls professionally and efficiently
  - Take accurate messages and direct inquiries to appropriate staff members
  - Develop skills in managing and responding to emails and other forms of communication
4. Understanding Different Jurisdictions:
  - Study the jurisdictions within Sacramento and their impact on film production
  - Learn about local regulations, zoning laws, and permits required for filming in various areas
  - Familiarize with key contacts and resources within different jurisdictions
5. Creating Film Permits:
  - Understand the process and requirements for film permitting
  - Learn to complete and process film permit applications accurately
  - Review and compile necessary documentation and liaise with relevant authorities
6. General Office Support:
  - Assist with administrative tasks such as filing, data entry, and document management
  - Support staff with project coordination and event planning
  - Provide general assistance to ensure the smooth operation of the office

### **Weeks 5-7:**

#### **Completion of Production Assistant Online Course and Certification:**

1. Engage in and complete the Production Assistant online course within the office environment
2. Study course materials thoroughly and apply learned concepts to real-world scenarios
3. Pass the certification test at the end of the course to validate your knowledge and skills

### **Week 7:**

#### **Check-In with Faculty Staff**

1. Film Office meets with faculty staff to review and discuss student progress in the internship

2. Evaluate accomplishments, challenges, and skills developed over the first seven weeks. Receive feedback and guidance on performance and set goals for the remaining duration of the internship

**Weeks 8-15:**

1. Advanced office support
2. On-set work as a production assistant, when available

**Eligibility**

1. Must be able to commit nine (9) hours per week for fifteen (15) weeks and complete onboarding steps
2. CSUS students of Junior or Senior status, enrolled at least half time, have a minimum 3.0 cumulative GPA in film or media studies  
or  
Los Rios students in their last year before transferring or going into the workforce who have taken RTVF 331 or RTVF 350

**Timeline & Compensation**

Internships run year-round, typically following academic semester schedules

Interns earn academic credit depending on university guidelines during the school semester