



Application Instructions for Internships/Fellowships

p.h. balanced films is a non-profit organization located in Washington, D.C. focused on raising awareness of how all of us, as consumers, are connected to human rights issues around the world through the products we buy. We research the supply chains of products, such as chocolate, cotton, sugar cane, shrimp, electronics, palm oil, coffee, rubber... (you get the idea) in order to create documentary films that we and other advocacy organizations can use to campaign for ethical business practices.

We welcome dedicated, creative, and detail-oriented volunteers to join our team! As a team member, you'll be welcome to participate in all aspects of our work, from research and grant writing, to filmmaking and contributing to social media. We look for people who are fun, yet can be professional – confident, yet humble – flexible, yet dedicated – and, above all, passionate about seeing the planet we all share become a more just place.

We accept applications *on a rolling basis* for internships (undergraduates) and fellowships (graduates) to join our team. We have several areas of focus but, in the time since our formation, we have enjoyed taking a team approach – meaning that everyone on the team is involved with a variety of projects, sharpening current skills and developing new interests. As such, we encourage you to apply to focus on the area(s) of your choice, knowing that you will have the opportunity to assist in all areas of our operations. Working with us will build your experience and portfolio while broadening the reach of our non-profit organization.

Our areas of operation include: in-depth research; social media; organizational outreach; videography; transcription; film editing; production; event planning; data management; fundraising and grant opportunities.

General Position Description: Selected interns/fellows will work closely with our Executive Director in their assigned area(s) of responsibility, with the opportunity to work in all areas of interest. Team members are strongly encouraged to attend the fantastic array of local panels and events in the DC area on matters that are of interest to p.h. balanced films and/or of use to the team member.

Requirements (depending on position sought): experience in film editing software programs and video production; access to video-editing software; experience with social media platforms; experience (or interest in learning about) grant writing.

Must haves: enthusiasm for human rights issues; strong people skills; ability to work in a team environment; excellent writing skills; dependability and timeliness; and attention to detail.

This is an unpaid position. Hours are flexible. Starting and ending dates are flexible.

p.h. balanced films is an equal-opportunity employer.

TO APPLY:

- a cover letter that:
 - emphasizes your relevant experience – what makes you a good fit?;
 - explains why you want to volunteer with us; and
 - lists your THREE FAVORITE FILMS (and what makes them your favorites);
- a resume;
- a link to any sample reel you have available;
- a list of all of your relevant social media profiles;
- a list of references; and
- a writing sample of at least 2 pages showcasing your creative and/or analytical writing

to info@phbalancedfilms.org - Subject line: p.h. balanced films Team Member Application