

Community Internship Collaboration

Spring 2018

Internship Mentor Application

Organization name	Los Alamos County Economic Development Division/Los Alamos Film Office
Mentor/Contact name	Kelly Stewart, Marketing Specialist
Address	1000 Central Avenue, Los Alamos, NM 87544
Phone number	Mobile: 505-412-3410; Office: 505-662-8087
E-mail address	Kelly.stewart@lacnm.us
Organization website	Losalamosnm.us
Describe your organization	The Los Alamos Film Office is managed as part of Los Alamos County's Economic Development Division. Kelly Stewart is the designated film liaison for Los Alamos to the State of New Mexico Film Office, providing assistance to film producers, location managers and scouts to secure film locations and the required County permits (traffic, sound, etc.); also works with the NM Film Office and the IATSE Local 480 film workers union to collaborate on trainings and events. LAFO is working to promote Los Alamos as a location through development of an app and film tourism tours.
Internship title	Los Alamos County Film Intern
Specific days/hours (if applicable)	Flexible. Work with intern to determine days/times that work around their school schedule. There is an upcoming Film Week, February 6-12 with events in Los Alamos and Santa Fe that would be beneficial for the intern to attend, particularly Mon Feb 12 Film & Media Day at the Roundhouse (Santa Fe Capitol Building), if possible.
What will the student learn from the internship?	Networking, business communications skills (verbal, written); film/tourism industry opportunities; app and website content development; time management; project management.
What does your business need that a student intern can impact?	Developing and promoting Los Alamos Film Office tools, products and services, including the film locations app, web page and website. The intern will help complete the content required for an important project that the Los Alamos Economic Development Division has not had time to complete; a project that has the potential to shine a statewide light on the town's film locations and bring in business and revenue from the film industry.
What project(s) will the intern work on?	Scene It In the Movies app completion, Los Alamos Film Office web page; filmlosalamos.com website; New Mexico Film Week events and communications and promotions; IF productions come to Los Alamos, location logistics coordination and on-set visits.
What skills, ability or education level is required for this internship?	Above all, a positive, can-do attitude, attention to detail; a strong work ethic and accountability; the willingness to jump out of your comfort zone and try something and possibly not get it right the first time—and then try again; the willingness to ask questions, clarify, check in after starting; basic writing skills; design skills, a plus, but not necessary; an

The Community Internship Collaboration (CIC) is a joint partnership of the Los Alamos National Laboratory, Los Alamos National Security, LLC, UNM-Los Alamos, Los Alamos High School, and the Small Business Development Center. CIC was established to fill an employment gap in the community and expand partnerships between the Laboratory, small business owners, and schools. The program's goals are to provide meaningful work experiences for students, meet area workforce needs, and to develop the future workforce for our community, the region, and the Laboratory. Learn more at losalamos.unm.edu/community/CIC.html.

	interest in how marketing impacts people; an appreciation for film.
What is the final product will the student produce?	Completion of an app, County web page and Los Alamos Film Office website to promote Los Alamos film locations and provide easy access to logistical information, including resources, costs, etc.
How would you describe the primary purpose of this project? (Select one)	Marketing/Communications
If "Other", please specify	N/A
Any additional information you would like to share?	Not at this time!