



POSITION TITLE: Production Intern

STATUS: Temporary, Non-Exempt

JOB SUMMARY:

Production interns will help coordinate and organize documentary film projects, TV shows, and promotional videos; help out on various shoots as production assistant with audio, lighting, camera-work, logging, etc; assist in various post-production efforts from editing to motion graphics; answer phones, support volunteers, and help maintain the office/studio.

ESSENTIAL DUTIES AND RESPONSIBILITIES:

- Assist with art direction, planning, research, and location scouting
- Study provided scripts to become familiar with content concepts, performing additional research as necessary
- Use technical camera and lighting skills to shoot interviews and on-location segments
- Organize and prepare raw and finished footage, images, audio, and scripts for use in editing
- Reorder and edit the content to ensure the logical sequencing and smooth running of the video
- Making selects from prepared footage
- Sound mixing, titles, and color correction; suggest/or select music
- Consult with the director, industry experts, and other stakeholders throughout the post-production process
- Experiment with styles and techniques, including the design of graphic elements, and the editing of sound and light, to ensure a high-quality viewing experience using video editing equipment

SKILLS/QUALIFICATIONS:

- Experience with Adobe's creative software (Premiere, After Effects, Photoshop, etc.)
- Exceptional interpersonal, communication, writing and organizational skills required
- Strong computer skills including proficiency in Microsoft Office
- Must be proactive, detailed-oriented, and possess good follow-through while adhering to deadlines
- Effective communicator who is cooperative with direction
- Ability to multi-task and work under fast paced deadlines
- Strong time and project management skills

SUPERVISED BY: Creative Services Director

PHYSICAL DEMANDS: Must be able to transport 40 pounds.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

MUST HAVE DEMO REEL AND 3 SAMPLES OF WORK (COMMERCIALS, PROMOS, DOCUMENTARIES, NARRATIVE STORY, ETC)

ACKNOWLEDGEMENT: I have read the Job Description for the position and affirm that I am:

_____ Fully capable of performing the Essential Duties, Responsibilities and Physical Demands of this position.

_____ Not capable of performing the Essential Duties, Responsibilities and Physical Demands of this position and request that reasonable accommodations be made to perform the essential functions of this position.

Employee Signature

Date

Supervisor Signature

Date