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# Example of Production Internship Job Description

Our company is looking to fill the role of production internship. If you are looking for an exciting place to work, please take a look at the list of qualifications below.

## Responsibilities for production internship

* Support the Outbound Marketing team in the development of new marketing materials and sales tools such as the "Press for Success" how to videos
* Project manage the development and tracking of assigned marketing deliverables for the events
* Work with the field sales team to collect and document application samples and case studies that can be leveraged at each event
* Production of print sample output
* Manage the collection and delivery of new PSD content for the Franchise, Advertising and other venues as necessary
* Work with outside vendors in the development of Graph Expo booth as necessary and any marketing materials required
* Assisting in the production of magazine shows
* Production - assist in the planning of shoots
* Shoots - on set production experience
* Learn how to Integrated Production team interacts with Finance to manage the financial process for shoot and post productions

## Qualifications for production internship

* Learn about the process to create a successful Sales Presentation, from identifying information and key messages, to correct and look and feel
* Experience a direct relationship with Entertainment clients in Latin America and Brazil
* AS 400 or Stealth skills are preferred
* General housekeeping duties including archiving and maintenance of databases
* Basic understanding of all TV Production equipment and technology within assigned operating areas, which may include but not be limited to
* The Production internship is a position that requires an ability to collaborate well with others