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# Example of Production Internship Job Description

Our company is growing rapidly and is hiring for a production internship. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for production internship

* Experience working for an in-house creative team
* Insight on creative processes and delivering creative projects
* Provide production assistance for local shoots
* Conduct story development research
* Organize, fact check and prepare scripts
* Organize and barcode resources for edit
* Review submissions documents and pitch tapes under consideration by channel
* Asset creation and management for Blippbuilder projects including Blippbuilder Workshops and client newsletters
* Organize workshop training materials including test markers, training account logins and building training campaigns
* Assist with photo and video shoots

## Qualifications for production internship

* Coursework in computer science, game development, design or related fields preferred
* Solid knowledge of Microsoft Office, including Word, Excel, and PowerPoint
* Must display resourcefulness, enthusiasm, and self-motivation
* Knowledge of videogame industry preferred
* Thorough knowledge of the Pittsburgh Pirates and Pittsburgh Penguins
* Well organized, with the ability to prioritize workload and meet tight deadlines