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# Example of Production Internship Job Description

Our company is hiring for a production internship. We appreciate you taking the time to review the list of qualifications and to apply for the position. If you don’t fill all of the qualifications, you may still be considered depending on your level of experience.

## Responsibilities for production internship

* Create and improve regular reports about on cost, on time and on quality status of the area
* You will work in a young, dynamic and creative team
* You will share your tasks between the media production and the equipment/content department
* Provide Producers with solid production specific knowledge in order for them to make the best decisions in the interest of the shoot
* You will be involved in supporting projects from pre- to postproduction and work closely with producers, editors and a pool of professional film freelancers with a variety of wide skills across Europe
* You will coordinate production logistics (needs on location, travel booking, accommodation)
* Prepare, unpack, organize, pack, track, ship and maintain (existing & new) equipment for Media Productions
* Maintain and encourage an extremely clean & organized workspace
* Manage transfer of footage and content coordination, incl
* Help track team analytics (video performance, productivity)

## Qualifications for production internship

* A rising junior or senior in college
* Demonstrated interest in non-fiction programming and production
* Must be a go-getter who is able to multi-task
* Prior related internships a big plus
* Proficiency with MS Word, Excel and PowerPoint (Mac OS)
* Familiarity with Production a plus