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# Example of Video Production Intern Job Description

Our innovative and growing company is looking to fill the role of video production intern. Please review the list of responsibilities and qualifications. While this is our ideal list, we will consider candidates that do not necessarily have all of the qualifications, but have sufficient experience and talent.

## Responsibilities for video production intern

* Manage production schedules and timelines
* Assist with creation of budgets (statements of work)
* Arrange / Coordinate video productions shoots (locations, talent, crew)
* Research trends and makes recommendations to department for software and equipment purchases if necessary
* Publish, organize, and optimize media on third party websites such as YouTube, Facebook Twitter, and other social media platforms
* Adapting to change with flexibility, and a positive attitude
* Creation and editing of digital video content for internal and external communication such as localization titling, pitch presentations, game trailers
* Edit motion graphics, end slates, and ability to quickly process localization video requests
* Bi-weekly professional live stream assistance
* Reports into Sr

## Qualifications for video production intern

* Available to work approximately 40 homes games and events from May through early September
* Must be a current college student or May 2015 graduate
* Passion for college athletics and social media
* Recent grad with a bachelor's degree
* Bachelor’s Degree in Journalism, Communications, Video Production or related field
* Must have the ability to work flexible hours, including evenings and weekends