



Example of Intern Production Job Description

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Our growing company is searching for experienced candidates for the position of intern production. 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 intern production

- Oversee continuity production, response to any schedule changes
- Maintaining production process by updating production plan, keeping deadlines and inform all involve departments about changes
- Gather information and submit music cue sheets
- Support On Air Team in daily activities
- Self-directed, reliable and flexible
- In production, the CNNE intern will become knowledgeable in learning how to set up a script with images and write using CNN's database
- Interns will learn how to use CNN's image database to locate images for packages and sound bites for air
- In the field, interns will have the opportunity to accompany producers on stories
- It will be a great opportunity to strengthen your research and communication skills while providing an opportunity to contribute to shows and participate in "futures" meetings
- Interns may book and greet show guests and assist in basic administrative tasks

Qualifications for intern production

- A genuine interest in Factual Television
- Currently enrolled in a Bachelor's degree program in Game Design, Business

- Please note that applicants must be currently enrolled in an undergraduate or graduate program
- Be a great team player with strong organizational skills
- MAC savvy