



# Example of Intern Production Job Description

Powered by [www.VelvetJobs.com](http://www.VelvetJobs.com)

Our innovative and growing company is hiring for an intern production. Thank you in advance for taking a look at the list of responsibilities and qualifications. We look forward to reviewing your resume.

## Responsibilities for intern production

- Create and preserve display boards
- Conduct research on new projects and competitive landscape
- Reach out to vendors to help gather information
- Assist in organizing inventory and archiving projects both digitally and physically
- Support cost estimate and budget reconciliation for productions
- Assist in maintaining production schedules
- Develop a creative point of view on projects and be able to explain concepts, ideas and brand guidelines in a clear, friendly and convincing manner
- Document and showcase brand and agent advertising campaigns
- Organize all print advertising materials
- Research competitor advertising

## Qualifications for intern production

- Students will need to work approximately 20 hours per week
- Must be in pursuit of an Associate, Bachelor or Graduate degree at an Accredited Institution and be able to provide documentation to confirm your degree progress
- The ability to work at the station, located at 2450 N
- Must currently be enrolled in college or trade school
- Knowledge of various software development and game production methodologies (Scrum / Agile, etc)

type, and capturing the details to perform tasks related to that content into an instructional manual