



Example of Intern Production Job Description

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Our growing company is hiring for an 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

- Perform social media research and find top trending stories
- Pitch stories from social media
- Attention to details and proofing work before releasing to Licensing
- Meeting set deadlines on time, while following production standards layout for each project
- Organizing file structures, adding update information into a project management system & track design status, notes, and files paths on an external spreadsheet
- Understanding fonts, typefaces and ability to cross reference, match and duplicate
- Matching PMS color across multiple product categories & Leagues
- Support the producers and production staff with various administrative needs
- Manage schedules which includes calls, internal/external meetings, maintain calendars
- Support and help to organize client visits, production logistics, office screenings

Qualifications for intern production

- Able to work by oneself, part of a team
- High proficiency in other Microsoft applications Outlook, Word
- Freshmen through graduate level course work at an accredited

- Understanding of audio signal flow video signal flow
- Has an eagerness to learn
- Passion for film, TV, entertainment and an interest in development