



# Example of Intern Production Job Description

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Our company is growing rapidly and is searching for experienced candidates for the position of intern production. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for intern production

- Apply correct wine sampling techniques and assist with tracking and wine quality
- Carry out inert gas handling in transfer processes. May assist with operating the crush equipment, including crane
- May work with lab personnel to test samples and track daily routine analysis on wines and juices
- Maintain, calibrate and ensure accuracy of lab equipment and apparatus
- Record and edit video
- Create and design slide presentations
- Shoot and edit photographs
- Work closely with our cross-functional teams, including producers, creatives, writers, directors and VR developers to help support the execution of projects and running of the VR studio from a day to day POV
- To provide administrative support to the Content and Production Department
- To assist in the smooth office operation within the department

## Qualifications for intern production

- Strong Knowledge of current scripted television
- Desire to produce or work in a network/studio production environment after college
- Self-motivation, attention to detail and flexibility are imperative
- Proven ability to work collaboratively independently

