



# Example of Production Internship Job Description

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Our company is looking for a production internship. To join our growing team, please review the list of responsibilities and qualifications.

## Responsibilities for production internship

- Support on Market preparation
- Updating Development Board
- Maintaining Bulk fabric library
- Maintain, organize & archive fit/confirmation sample
- Sampled vs
- Material production standards to factories after P.O
- Create pre-production charts by factory
- Provide support in the control room or other locations during remote events and/or studio productions as a graphics or media coordinator or other role as requested
- High performing interns may also be given opportunities to produce in the field, attend practices and press conferences, support live game productions
- Other duties as assigned, all on a rotating basis between Original Programming, Studio Production and Remote Production

## Qualifications for production internship

- Experience scanning and with scanning softwares
- Comfortable handling negatives and fine art prints
- Experience in Photoshop and InDesign necessary
- Familiarity with Macs, file organization and networking
- Experience with database software preferred
- Must be eligible to receive school credit for a Fall 2015 internship