

PRODUCTION INTERNSHIP

- UNPAID FULL TIME OR PART-TIME || MONDAY THROUGH FRIDAY BETWEEN 9A-6P
- MUST BE FOR CREDIT
- VEHICLE PREFERRED, COMPANY ACCESSIBLE BY BUS.

OVERVIEW OF INTERNSHIP & RESPONSIBILITIES

60% | WORK WITH PRODUCTION AND EDITORIAL TEAM TO:

- Assist the team in research and errands for live action pre-production and production.
 - Depending on student's technical knowledge, additional tasks could include logging and capturing footage, screening media, help determine image selection, and search for music and sound effects for editorial use.
- The candidate is not limited to these responsibilities and others may be added based on performance.

30% | WORK WITH CREATIVE, COMPOSITE, DESIGN, AND SALES TEAM TO:

- Assist with research for new initiatives in all media
- Attend relevant team meetings and conference calls to gain greater understanding of the project flow (creative through completion).

10% | WORK WITH ADMINISTRATION TO:

- Cover phones during lunch
- Miscellaneous help as needed

WHO SHOULD APPLY

College students who will be getting credit for this internship, majoring in Communications with basic production and/or editorial knowledge. The perfect candidate needs to be motivated, with common sense, and can problem solve.

We are interested in team players that are professional, respectful, and genuinely interested in learning all phases of the creative process. This person needs to be a go-getter, self-reliant, and an excellent communicator who works hard to stand out.

APPLICATION PROCESS

Cover letter to include:

- a) internship availability (date range and/or semester and days of week if limited)
- b) general availability to meet in person or by phone.

Email resume, samples of writing or creative campaigns, and cover letter to: internship@viewpointcreative.com

Use subject line: production internship application



APPLICATION PROCESS CONTINUED:

Viewpoint Creative will review resumes up to 3 months prior to the start of a semester. Only a portion of applicants will be interviewed based on resume/sample submissions. Due to the high volume of applicants (particularly in the summer sessions), not all submissions will receive a personal correspondence in return. To alert you that your resume is received, you will get an auto-reply. If you have further questions about the internship, please write to ***internship@viewpointcreative.com*** and include something relevant in the title (“internship questions”). For more company information and to review our work, please visit **www.viewpointcreative.com**.