

THE POST PRODUCTION INTERNSHIP

The POST PRODUCTION INTERN is under the responsibility of the PRODUCER. The producer will schedule tasks to the intern that directly deal with the post production work-flow including but not limited to **organizing & preparing video footage, distribution, and maintenance of production equipment.**

Organizing & Preparing Video Footage:

Organize footage into folders that will help the editors efficiently find the footage they are looking for. The Producer will advise the Intern before each project is organized. The Intern may also be asked to organize and archive old footage.

Prepare footage to be edited. Once the logged footage has been organized it is time to put it into the editing software. The Intern will transcode footage/audio into the correct codec when necessary, sync up audio to appropriate clips, and sync multiple camera angles within the editing software.

Distribution:

The Intern will be asked to assist in the distribution process. This may include tasks like printing labels and discs, transferring footage to client hard drives, and/or mailing boxes to clients. The Producer will advise before each project.

Maintenance of Production Equipment:

Keeping the equipment organized and in working order is important to the companies work flow. The Intern may be asked to look at a broken piece of equipment and determine the best way to fix it. The intern may even be asked to fix the equipment if it is within their skill. The intern may also be asked to inventory equipment as it comes and goes. The Producer will advice before each project.

Employment

Part time Internship
hours per week



Status

: Must work 20
(unless otherwise)

agreed upon) out _____ of Denton, TX office.
Times are flexible but must be scheduled two weeks in advance and the schedule must be adhered to. Failure to comply with the schedule may be reflected in references given after the internship if not immediate termination.

Compensation

Non-Paid: This internship will offer the Intern experience in the post production workflow as well as some assistant editing experience. They will leave the internship with basic knowledge of the current editing software. The Producer will give a letter of reference that reflects the experience of employing the Intern.

Acceptance:

I accept the responsibilities of the POST PRODUCTION INTERN and begin

_____.

Name _____

Signature _____

Date _____

Employer/Producer Signature _____

Date _____

