



Coney Island Studios

Summer Internship – 10-12 hours/week

Start Date: MAY 2018
Contact: wendyannschneider@gmail.com

Coney Island Studios is an independent media production company on Madison's eastside. WE LOVE INTERNS and do our best to provide a fun and educationally rewarding experience in a helpful and insanely driven environment without making anyone crazy.

Want to intern with us? Read on!

Prior experience is not required but it doesn't hurt. We want smart, young adults who are driven, curious, get to the job a little early, and who are willing to immerse themselves in new work environments – that's the point of the internship.

We'd love a resume and we'd love a good one!

We are mostly looking for people who are still in college and might need to complete an internship as part of their course load – areas of study include: communications, marketing, advertising, etc. Our internships last about 3 months, or one quarter/semester. Your time here is about learning new skills and having something legit for your resume.

2 pro tips:

*Name your resume files with your name. Files simply called "resume" tend to get lost.

*Visit our website for backstory and current projects **before inquiring**. www.coneyislandstudiosllc.com

Consider this Coney Island internship if you are interested in the following **future** positions:
Project Management, Media Production, Office Coordinator/Manager, Assistant Producer.

Work with the creative director, Wendy Schneider, and Coney staff to learn about the following:

- Arrange travel / maintain calendars
- Handle logistics for events, meetings, and shoots
- Filing, help track finances, take minutes at meetings
- Update website
- Help manage mailing lists, archives, and library
- Office environment upkeep
- Some errands (having a car is a bonus, not a requirement)

Candidate Profile:

- Written, verbal, organizational, analytical and interpersonal skills; with sensitivity to cultural communication differences.
- Proficient MAC computer skills, proficient in Microsoft Office.
- High level of self-motivation and comfort working independently when necessary.
- Poised and works well under pressure.
- Attentive to detail and willingness to work simultaneously on a wide range of tasks and projects and ability to prioritize tasks.
- Punctual beyond measure.
- Ability to put away your cell phone and not surf the web for personal use while interning.