



# Internship Opportunity

CLAPPERBOARD

PRODUCTION		
DIRECTOR		
CAMERA		
DATE	SCENE	TAKE

# *Sponsor*



# Our Commitment to You

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We're committed to providing interns with a valuable and enriching training experience free of charge. Here's what you can expect when you intern with us:

- **Hands-On Learning:** Get ready to dive into the world of film and television production. You'll work alongside experienced professionals, gaining real-world skills and knowledge.
- **Mentorship:** Our team is dedicated to your growth. You'll receive guidance, feedback, and the opportunity to ask questions and learn from industry professionals.
- **Networking Opportunities:** Connect with fellow interns, our talented team, and potential future employers in the industry. Building relationships is a vital part of your journey in the film and television world.
- **Real Projects:** You'll contribute to real projects that matter, making a meaningful impact on our productions.
- **Flexibility:** We understand that interns often have academic commitments. We'll work with you to create a flexible schedule that allows you to excel in your education and your internship.





# Internship Period & Locations

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## Internship Period:

June 24, 2024 – August 23, 2024

## Internship Locations:

Cook and McLean Counties of Illinois



# Intern Responsibilities

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- Help prepare the set with lights, props, equipment etc.
- Assist costume designers, directors, camera people and other crew members
- Print and distribute daily paperwork (scripts, call sheets)
- Escort actors around the filming area and coordinate background talent
- Conduct crowd control by putting up signs, directing pedestrians away from filming, lock down sets etc.
- Act as a runner distributing messages or items within film crew and cast
- Perform administrative work (answering phones, paperwork etc.)
- Undertake errands as assigned





# Requirements & Skills

- Relevant training (production courses)
- Knowledge of terminology is appreciated
- Computer literate
- Excellent organizational and multi-tasking ability
- Resourcefulness and problem-solving
- A team player with good oral and written communication skills
- Physical strength and stamina
- A valid driver's license





# Assignments

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- On set
- Art Department
- Wardrobe
- Truck
- With Assistant Director
- Office



# Schedule

The daily schedule will fluctuate according to the production or assignment. Interns will be provided a schedule well in advance.





# Internship Details

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- **Unpaid Internship:** We believe in the power of practical training, but as a smaller company, we're unable to provide a salary to our interns.
- **Stipend Possibility:** Some film schools and training programs may offer stipends to their interns who choose to do their internship with us. We encourage you to check with your school to explore this possibility.



# Contact

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