

# PRODUCTION INTERN

## ABOUT THE ROLE

CONVEYOR MEDIA is looking for a motivated intern to join the production team for HGTVs *'Bargain Mansions'*. Interns will support the production team in the areas of development, production, and post-production. Successful applicants will demonstrate interest in film and television. They will have impeccable research, writing, and organization skills, and they will have the ability to flourish in a team environment.

## DAILY RESPONSIBILITIES INCLUDE BUT ARE NOT LIMITED TO:

- Helping to oversee internal tracking documents; (ie. releases, story grids, footage logs)
- Contributing to team brainstorm (ie. segment ideas, potential field trips for episodes)
- General research related to current and future projects
- Contributing to team brainstorm sessions

## QUALIFICATIONS/REQUIREMENTS:

- This is an unpaid internship. You must be enrolled in an accredited academic program and eligible for school credit.
- All interns must have proper authorization to work in the United states
- Software Requirements: Gmail suite, Microsoft suite, *Adobe CC a plus*
- Ability to prioritize and multitask in a fast-paced production environment
- Strong written and verbal communication skills
- Proactive and positive thinker
- Ability to travel locally

To apply, please submit cover letter and resume to [Courtney@ConveyorMedia.net](mailto:Courtney@ConveyorMedia.net)

Job Type: Internship

Hours per week:

- 15-20