



## Production Internship

- Time frame: May 17th, 2021 - August 13th, 2021
- Weekly Hours: 8 to 20 hours per week
  - Flexibility: schedule will work around the intern's class schedule, exam preparation, university holidays, and any other school-related responsibilities

### Job Description:

The Production Intern aids in the conception, development, and implementation of audio/video productions, marketing campaigns, and media management. He/She will accomplish this by maintaining and expanding on all aspects of production including idea conception, script writing, idea execution, and pos-production. He/She is also required to assist the administration in staying on top of new developments in tech or software that can increase the productivity of our work.

The Production intern is more of a virtual position that can do most of its work online, however there are times when the intern will be required to go on location to assist in filming. Every week the intern and his/her immediate supervisor will meet in order to go over the intern's accomplishments and what their tasks are for the following week.

### Duties & Responsibilities:

- Assist in the production process
- Work on production budgets
- Bring creative ideas that can make our productions stand out amongst others
- Create short video advertisements for the marketing department to distribute
- Analyze video and audio production methods and find more efficient means of production
- Ensure that all video and audio productions are curated properly before displaying publicly
- Obtain knowledge of all new trends, news, and products relating to the musical world
- Assist in the editing of larger productions
- Organize media in an efficient manner

### Skills and Qualifications:

- Basic knowledge about music and current events involving music
- Ability to multitask and prioritize work
- High level of accuracy and attention to detail
- Strong communication skills, both written and verbal
- Able to adapt accordingly to office assignment changes
- Documentation & organizational skills
  - Proficiency with production & marketing programs (Google Docs, Adobe Creative Suite, Canva, etc.)
- A strong understanding of what is aesthetically pleasing in visual presentations
- Sophomore, Junior, Senior or Graduate student with good academic standing

### Additional Information:

- Intern will report directly to Ryan Aceituno for production mentorship and assigned tasks
- Several networking opportunities will be available during the course of this internship

### Application Process:

- **Submit resume to Ryan Ace Music Productions - [productions@ryanacemusic.com](mailto:productions@ryanacemusic.com)**
- **Please email your resume by April 17th, 2021.**
- **If you are accepted for the internship, you will be notified by May 8th, 2021.**
- **For any questions during the application process, please send an email.**

### Company Information

- Website: [ryanacemusic.com](http://ryanacemusic.com)
- Director/CEO: Ryan Aceituno
- Product Lines: Musical instruments, accessories and instructional materials.
- Services: music education, student sponsorships, online marketing partnerships.