

Producer Assistant Intern

Title: Producer Assistant Intern: Non- paid

Objective: The Producer Assistant Intern is responsible for show's overall quality and survivability. The role of the Producer Assistant is to oversee the work of the Producer on behalf of the studio, the financiers or the distributors; develop a vision for the finished film, and define a practical route for achieving it; ensure the film is completed on time, within budget, and to agreed artistic and technical standards.

Responsibilities: Makes at least 15-20 calls per day to local networks; Procures at least 1 programming station, Conceive programs and pitch them to the networks; upon acceptance focus on business matters, such as budgets and contracts, Manages show's budget and maintains a schedule, Controls all aspects of production, ranging from show idea development and cast hiring to shoot supervision and fact-checking, Involved in screenwriting, set design, casting, and even directing, Send out promotional material, Keep a log of calls with all vital information pertaining to potential contacts; Effectively communicates through various media including telephone, emails, Keeps in touch with manager on weekly basis discussing all potential dates, fees, and accessing all vital paper work surrounding said dates; develops excellent working relationship with television networks; To attend all meetings; monitor progress of goals and objectives; keep office policies and procedures; Attend training sessions; Identify and implement services needed to effectively and efficiently run operations; Report to the Office Manager; Prepare reports; Answer phones; File; Read email; send correspondence; Schedule meetings

The Producer Assistant Intern also: Sets the situation for the production of a television show or movie; initiates, coordinates, supervises and controls all aspects of a production, from fundraising and hiring key personnel, to arranging for distributors; fees the project through to the end, from development to completion; responsible for creatively translating the film's written script into actual images and sounds on the screen; visualize and define the style and structure of the film, then act as both a storyteller and team leader to bring this vision to reality; casting, script editing, shot composition, shot selection and editing; be aware of the constraints of the film's budget and schedule; write the film's script or commission it to be written; responsible for a film's artistic and commercial success or failure; raises the money that pays for the film to be made, and is responsible for anything affecting the budget of the film; hires the director and the crew, manages the film through production and secures distribution for it when it is finished; constantly on the look-out for good materials, stories and resources;

During pre-production, Directors make crucial decisions, such as selecting the right cast, crew and locations for the film; direct rehearsals, and the performances of the actors



Kingdom Creations Enterprises

once the film is in production; manage the technical aspects of filming, including the camera, sound, lighting, design and special effects departments.

During post- production, works closely with Editors through the many technical processes of editing, to reach the final cut or version of the film. At all stages, responsible for motivating the team to produce the best possible results; appreciate the needs and expectations of the film's financiers.

In some cases; assume multiple roles such as Director/Producer or Director/Writer.

Qualifications:

Great creative vision, dedication and commitment; must have exceptional artistic vision and creative skills to develop an engaging and original film; Possess an unerring commitment and a deep passion for filmmaking are essential, along with the ability to act as a strong and confident leader; ability to make decisions, but must also be able to delegate, and to collaborate with others; excellent communication and interpersonal skills are vital to get the best from the filmmaking team; ability to inspire and motivate the team to produce the film they have envisioned; Have an extensive understanding of the entire filmmaking process, from both technical and creative points of view; obtain a capacity for long hours of intensive work, attention to detail, and the ability to remain calm and think clearly under great pressure, are key skills for this role; need great self-belief and the determination to succeed.

Average Time Commitment: Five -Twenty hours per week; hours coordinated with the Office Manager.

Measure of Success: Completion of goals, at least 1 television station is booked per month, Contracts are received and vendors receive all pertinent information; interns are active and growing, available to other employees and interns, meetings are held efficiently, creates friendly and loving environment, good team spirit.

Benefits: Gain experience in building relationships and working with other people, play a key role in shaping organization, Explore all avenues of the business and knowledge of how to run a business, Stepping stone to future positions, Opportunity to network on different levels, Recognition, improve meeting management skills, gain experience that can be used on the job.