

Assistant to the Producer – Internship

NEW SHEPHERD FILMS

CORE HOURS:

We expect this position to require 20 hours/week though more is preferred based on student's schedule. We will be happy to work with the student and his/her course schedule to accommodate as needed. The desired core work schedule is M-F 4hrs/day. This can be adjusted and the time of day can be flexible. But whatever schedule is agreed upon must be consistent.

DUTIES and RESPONSIBILITIES:

- Provide general administrative and clerical support to include but not limited to mailing, scanning, faxing, and copying.
- Maintain electronic and hard copy filing system.
- Open, sort, and distribute incoming correspondence as needed.
- Perform data entry and scan documents.
- Manage calendar for Producer and team.
- Assist in resolving any administrative problems.
- Run company errands.
- Answer phone calls.
- Prepare and modify documents.
- Schedule and coordinate meetings, appointments and travel arrangements.
- Maintain office supplies.
- Help initiate and establish contacts on behalf of the company.
- Assist in corporate fundraising efforts.
- Assist in establishing corporate sponsorship relations.
- Assist in developing and submitting grant proposals.
- Assist in maintaining social media engagement.

QUALIFICATIONS:

- Proficiency in MS Word, MS Excel, and MS Outlook a MUST.
- Knowledge of operating standard office equipment.
- Excellent communication skills—written and verbal.
- Ability to prioritize projects and strong problem solving skills.
- Good research skills (internet-savvy) and attention to detail.
- Impeccable telephone skills.
- Social media skills a plus.

ADDITIONAL:

- Dress code: Business casual with occasions requiring professional business attire, only conservative ear piercing acceptable, no facial piercings or facial tattoos.
- We are a non-smoking/smoke-free environment.
- Must be comfortable around dogs (esp. no allergies to dogs).
- Signing a Non-Disclosure Agreement is required.
- Signing a Waiver/Media Release (agreement to use) your likeness (image/photo) highly preferred.
- Intern will receive Film Production Staff Credit for any project(s) worked on in both the film crawl and IMDb.

This intern position is UNPAID but has the potential to lead to a paid position with NEW SHEPHERD FILMS.