

LIGHTHOUSEFILMS

INTERNSHIP PROGRAM

COMPANY OVERVIEW

LightHouse Films is a leading NY-based, full-service, creative production agency that focuses on high-end creative content. We embrace each challenge as an opportunity to think differently and to come up with targeted and successful solutions. We are proud to be a friendly and positive working environment and feel that we are the perfect place for an intern to gain experience in this industry.

COMMON TASKS

- Assist the production team in all phases of pre-production, production and post
- Conduct research for current and potential projects
- Assist with various communications needs
- Generate content for website + social media handles
- Answer the phone, transfer calls
- Assist in daily office management duties
- Run errands for rentals

WHAT WE LOOK FOR IN AN INTERN

- Emphasis on punctuality and day to day consistency
- Strong, articulate communication and writing skills
- Friendly, supportive attitude
- Ability to multi-task and excel in a fast paced, team environment
- Knowledge of Mac computers, Google Apps and Microsoft Office is required
- Previous experience in production company is a plus
- Experience with Photoshop, InDesign, and Premiere is a plus

WHAT YOU WILL LEARN

- Gain a comprehensive understanding of the production process
- Strengthen communication and writing skills
- Gain researching skills
- Acquire project management skills
- Familiarization of production company daily operations

HOW TO APPLY

Please email to Jobs@LHFNY.com addressed with the subject: "INTERNSHIP - FALL 2017"

No calls or walk ins, please.

Due to the large amount of applications we only contact those candidates who have been shortlisted for an interview.