

**Strictly Confidential (Please do not publish or distribute)**

## ROLE DESCRIPTION: **INTERNSHIP - EDITING**

<b>Short Description</b>	Dreamotion Studios film production editing internship.
--------------------------	--

### Tasks

**Assist Dreamotion Studios with internal projects, with a focus on the following tasks:**

- Creative, Concept & Project Development:
  - Assist with Dreamotion Studios internal projects and creative story developments.
  - Assist with project planning.
  - Assist with Dreamotion Studios client project developments.
  - Assist with Dreamotion Studios website video content creation.
- Pre-production:
  - Prepare for current & forthcoming project productions, including planning, meetings, etc.
  - Communicate & meet with producers, directors, post-team, writers & clients as needed.
  - Communicate with U.S. and Global Producers and Clients as needed.
  - Monitor, review and update project presentation documents where applicable.
  - Assist with the creation of sizzles, featurettes and teasers.
- Production:
  - Assist with production activities under the guidance of the founder and producers.
  - Be part of the on-set film crew (both internal and client film shoots).
  - Communicate & meet with producers, directors, crew, post-team, writers & clients.
    - Examples incl.: on-set data collection, coordinating dailies, etc.
  - Assist with the analysis and resolution of relative production issues.
  - Document relative production progress.
  - Assist with the creation of sizzles, featurettes and teasers.
- Post-Production:
  - Assist with post-production activities under the guidance of the founder and producers.
  - Communicate & meet with producers, directors, post-team, writers & clients as needed.
    - Examples incl.: directors, editors, actor ADR, composers, song-writers, colorists, etc.
  - Assist with and monitor the editing process, including rough-cuts, color etc.
  - Assist with and monitor the sound design process, including audio editing & sound design.
  - Assist with and monitor the musical process, including composer & song-writer meetings.
  - Assist with the creation of sizzles, featurettes and teasers.
  - Assist with Dreamotion Studios internal and client project editing.

## Responsibilities

In order to best accommodate the candidate's individual skills, strengths and passions, specific responsibilities are defined directly with the candidate.

## Required & Desired Qualifications

### Education & Experience:

- A Bachelor's and/or Master's Degree in Film Production, Film & Media Arts, Creative Writing, or a related field is preferred (consideration will be granted to individuals without a degree if they can illustrate they have extensive relative experience, natural ability or raw talent).
- Film development, production & post-production experience is beneficial, but not required.

### Knowledge:

- A basic understanding of creative and/or film development, production and post production.
- A basic understanding of relevant business and operational software, including:
  - Microsoft Office (Word, Excel, PowerPoint, Project, etc.)
- Experience with the following software applications is beneficial, but not required:
  - Adobe Premiere Pro, Avid, DaVinci Resolve, Final Cut Pro.
  - Adobe Suite (Photoshop, Illustrator, etc.)
  - Social Media Platforms (Instagram, Facebook, etc.)
- Experience with the filmmaking hardware is beneficial, but not required.

### General:

- Strong communication skills are required.
- You must be eligible to work in the United States.
- A valid passport is beneficial but not required.

## About Dreamotion Studios LLC

*'Putting Reel Dreams In Motion'*

Dreamotion Studios LLC is an award-winning, high-quality, full-service production company committed to delivering creative excellence to audiences, clients and projects, while supporting and incorporating diversity, equality and respect continuously and consistently to all.

If you require any additional information, please feel free to contact us at your convenience.

## Compensation & General Information

### Projects:

- This internship includes meetings with our industry professional editors on numerous projects.
- You will be given the opportunity to work on a selection of interesting and exciting assignments, including professional films/TV and client projects.

### Meal and Mileage Allowance:

- Meals are reimbursed or paid directly by Dreamotion Studios when required for off-site functions, such as meetings, location scouts, events etc. Pre-approval is required and receipts must be submitted for reimbursement. When on-set, meals are provided by the production team. Candidate may receive an allowance to cover meals when conducting business away from the studio on behalf of the studio.
- Candidate will be reimbursed for mileage at the rate of 67 cents per mile, if utilizing their own vehicle to attend business meetings once at the studio.

### Domestic & International Project Travel:

- Return airfare & accommodation will be paid for directly by Dreamotion Studios.
- Local 'work-related' travel, such as taxis, trains, etc will be provided and paid for directly by Dreamotion Studios, or reimbursed for local travel with pre-approval.
- Meals are reimbursed and/or paid directly by Dreamotion Studios when traveling. Pre-approval is required and receipts must be submitted for reimbursement. When on-set, meals are provided by the production team. Candidate may receive an allowance to cover meals when conducting business away from the studio on behalf of the studio.

### Office Hours:

- The position is based on a 30-hour week, but may be flexible based on projects and related project activities. If on-set, hours are based on the shoot requirements.
- Candidate will work on location at the studio in Seal Beach, CA.
- It may be possible to work remotely when circumstances allow.
- Candidate is encouraged to join on-set filming when applicable.
- In order to best serve the studio projects and the candidate, the candidate is requested to submit 'time-off' requests as early as possible.