

BUNAC

Working Adventures Worldwide

MEDIA/ENTERTAINMENT INTERNSHIP

JOB TITLE: Media Intern

REPORTS TO: Principal

JOB SUMMARY:

A four-month internship assisting in admin work for the company and the principal, the organisation of music & television events and assisting with contracts/negotiations for entertainment industry events. Some travel may be required for this internship.

RESPONSIBILITIES AND DUTIES

- Video editing and logging of videos filmed
- Making travel arrangements if events require travel, assisting at all times during events
- Managing social media and assisting in PR opportunities for the company and the principal
- Entertainment industry related research
- Meeting and greeting all visitors to the company offices, acting as an 'ambassador' to the company
- Development of creative ideas for television/film productions
- Participation in television, film and music production meetings

QUALIFICATIONS AND SKILLS REQUIRED

- Strong interest in the entertainment industry is required, with an advanced knowledge of pop culture
- Ability to network with clients and potential clients
- Advanced knowledge of Adobe Premiere Pro, Microsoft Office, including Outlook Email
- Able to exercise immense discretion and confidentiality while working in a high-profile environment
- Knowledge of London itself and the ability to navigate throughout the city