



Oxenfree Film & Motion

Post-Production Intern Position Description

COMPANY INFORMATION

Company Name: Oxenfree Film & Motion

Location: Orlando, FL

Website: www.oxenfree.film

Social Media: [Instagram](#) | [Facebook](#) | [LinkedIn](#) | [Vimeo](#) | [YouTube](#)

POSITION OVERVIEW

Position: Post-Production Intern

Department: Creative

Type: Intern - Part-Time

Reports To: Post-Production Director and/or Creative Director

Location: Orlando, Florida

Schedule: 8-24 hours/week, Tuesday through Friday

Benefits: College Credit, Parking Reimbursement

Description: The Post-Production Intern is responsible for assembling edits of recorded video footage, applying artistic editing techniques, and creating a high-quality, finished project that accurately reflects the vision of the Creative Director.

We're looking for a highly-detailed individual with expert knowledge of modern video editing techniques, be able to visualize directorial concepts, follow the Oxenfree post-production workflow, and work according to a strict time schedule.

RESPONSIBILITIES

- Meet with the Creative Director and Post-Production Director to determine production vision
- Review raw material to determine edit structure & selects categories
- Pull the usable sections of clips into selects categories for assembly
- Edit together the rough assembly of each project using the script, planned edit structure, selects categories, and pancake timeline
- Insert necessary voiceover, stock footage, sound effects, music, graphics, and visual effects
- Ensure the project follows a logical sequence and the creative vision
- Consult with the Creative Director, Post-Production Director and Producer throughout the project

- Apply feedback to the edit(s) from Frame.io or in-person review sessions
- On-set roles include PA, DAM, DIT, Video Village Tech, and Script Supervisor

QUALIFICATIONS

- Understanding of film theory, the hero's journey, and story structure
- Experience with structuring and managing teams and/or productions
- Experience with the Adobe Creative Suite
 - Premiere Pro
 - After Effects
 - Audition
 - Photoshop
 - Illustrator
- Familiarity with MacOS
- Knowledge of codecs (ProRes, H.264, etc.)

ADDITIONAL SKILLS (NOT REQUIRED)

- Experience with Davinci Resolve
- Familiar with Hedge.Video, Carbon Copy Cloner, NeoFinder
- Experience with modern business tools and services
 - Google Workspace Apps
 - Monday.com
 - Slack
 - Descript, Frame.io, Open Reel, Vimeo, YouTube, Zoom

HOW TO APPLY

To apply for this position, please send your resume to internships@oxenfree.film