



Oxenfree Film & Motion

Producer 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: Producer Intern

Department: Production

Type: Intern - Part-Time

Reports To: Executive Producer

Location: Orlando, Florida

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

Benefits: College Credit, Parking Reimbursement

Description: The Producer Intern is responsible for assisting, optimizing, and executing the communication, materials, and projects of the Creative and Production departments.

We're looking for a proactive and highly-detailed individual with a passion for creating and assisting in the process of developing the highest-quality film and motion graphic projects.

RESPONSIBILITIES

- Meet with the Creative and Production teams to discuss and determine production vision
- Collect and coordinate the assets of each project
- Optimize the workflow for the Creative and Production departments
- Participate in the creative process and development of each project
- Assist in the creation of production documents (shot list, schedule, call sheets, etc)
- Provide general assistance to all members and projects of the Creative and Production departments
- Assume the necessary on-set production roles, typically Production Assistant or 2nd Assistant Director

QUALIFICATIONS

- Understanding of film theory, the hero's journey, and story structure
- Understanding of all stages of the film production process
- Familiarity with on-set film production
- Familiarity with structuring and managing teams and/or productions
- Familiarity with MacOS
- Strong verbal and written communication skills

ADDITIONAL SKILLS (NOT REQUIRED)

- Experience with modern business tools and services
 - Google Workspace Apps
 - Asana, Monday.com
 - Slack
 - Descript, Frame.io, Riverside, Vimeo, YouTube, Zoom

HOW TO APPLY

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