



# Oxenfree Film & Motion

## Post-Production Intern Position Description

### COMPANY INFORMATION

**Company Name:** Oxenfree Film & Motion

**Location:** Orlando, FL

**Website:** [www.oxenfree.film](http://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 knowledge of modern video editing techniques, be able to visualize directorial concepts, follow the Oxenfree post-production workflow, and work according to project timelines.

### 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](mailto:internships@oxenfree.film)