



This document outlines the expectations associated with an unpaid internship for COMMITTEE FILMS, INC. The internship requires 16–24 hours a week with the corporation in Eden Prairie, with a schedule to be determined. There may be occasions when opportunities (i.e. TV or commercial shoots) are available outside of the intern’s schedule. These additional opportunities are optional and may require more hours in a week than their regularly scheduled time.

INTERNSHIP DESCRIPTION: This internship will actively immerse the participant in the following, and in turn, the participant will seek to effectively and efficiently perform the duties and others as assigned, outlined below:

- Work on current broadcast network and large cable network specials and series in a variety of ways including but not limited to research, fact checking, transcribing, writing and assisting in the logistical coordination of shoots
- Work on large-scale commercial productions in a variety of ways including arranging craft services, attending to client needs, etc.
- Assist in the development of content across a wide spectrum of media
- Assist with daily office duties including, but not limited to, answering the phone, keeping the office space neat, maintaining the website and updating social media accounts
- Assist in marketing COMMITTEE FILMS through solicitation of new clients and through other mediums like social media

OPPORTUNITIES: Interns will have the opportunity to observe and/or participate in some of the following production and post-production related events, as scheduling allows:

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| ▪ Field Production | ▪ Color Correction |
| ▪ Scriptwriting | ▪ Sound Editing |
| ▪ Editing | ▪ Online Editing |

Please Note: The description above represents a comprehensive CF internship. Depending upon the projects in production at the time of the internship, one or more of the following specialized tracks might be available: Commercial/Marketing, Research, Production Management or Post Production. If a candidate is interested in one of these tracks they should indicate this in their cover letter.

COMMITTEE FILMS is a boutique production/post-production company that specializes in television and film as well as commercial and digital content. From national spots for Fortune 500 companies to epic documentary specials and television shows on ABC and HISTORY, we produce a broad spectrum of work and are breaking into new areas of content creation.

Please review the COMMITTEE FILMS website for examples of our work. Currently we have several television series or specials in various stages of development for a number of broadcast and cable networks.

Interested candidates should send a resume and cover letter with the subject line “Internship” to info@committeefilms.com. Please include the following information in the body of the email:

- University/College where student will earn credit
- Major/Minor or area of discipline
- Minimum or maximum hours required by school
- Dates available for internship
- Career path of interest, if available – Commercial/Marketing, Research, Production Management, or Post Production