



## Trainee/Internship Program Offer

(10124) Editing Position - Los Angeles, CA



**Start Date(s):** ASAP

**Hours:** 32-40 / week

**Location:** Los Angeles, California

**Program Duration:** 6 months minimum

**Compensation:** unpaid

**Position:** 1

### Host Company Description

The Host Company is located in a famous "City of Angels" and has been on the market for ten years. It provides audio and visual services for producers, directors, camera operators, filmmakers, conference presenters, etc. The company has participated at variety of productions and projects. To its recent customers count name such as McDonald's, Toyota, Coca Cola, Beverly Hills 90210, CSI: Miami, Twilight's Grace, Chloe, Foo Fighters, Red Hot Chili Peppers, Alicia Keys, etc.

### Position Description

- Assisting the Editor with a number of projects varying in technical difficulty, such as editing video using Final Cut Pro and Final Cut Studio
- Assisting with day-to-day administrative tasks, such as completing shipping orders both internationally and domestically, filling out invoices, and organizing CGP's media library
- Logging, subtitling, and dubbing videos, assisting with editing, preparing material for post production
- Assisting with equipment maintenance and cleaning; maintenance of videotape databases, renting equipment and film to customers
- Update equipment inventory as needed, some graphic design as needed

### Applicant Qualifications

- To apply for an **internship** program, you must be a **Communications, Journalism, or English** undergraduate student OR a recent graduate starting the program within 12 months of graduation.
- To apply for a **trainee** program, you must hold a **Communications, Journalism, or English** degree and at least 1 year of work experience OR be a career professional of 5 or more years in related field.
- Advanced English communication skills required
- Excellent writing skills, detailed oriented, able to learn quick, self-motivated, multitasking
- Editor design skills is a PLUS

### How to Apply:

1. Submit professional resume (preferably with picture)
2. Indicate availability dates (start and end date)
3. Indicate program category: Trainee or Internship
4. Indicate offer number and position title for which your candidate is applying for

