



Production and Post-Production Internship – Spring 2019

[Interface](#) Media Group (IMG) is Washington DC's premier creative media company. By design we operate in a 360° production environment that develops, creates, executes and manages all aspects of media, across every platform and in all mediums.

In business for 40 years, our clients and portfolio span a broad range of markets: broadcast media, museum and fine arts, political, government, ad agency, independent production, and corporate video. Whether it's producing feature films that touch the heart, museum exhibits that expand the mind, designing original branded websites, or executing cross platform marketing campaigns, IMG thrives on uniqueness and delivering excellence.

An internship with IMG in Washington DC provides the opportunity to touch upon all aspects of creative media and offers an insider's view of the industry, coupled with real world experience and networking opportunities.

Pre-requisites:

- A minimum OVERALL GPA of 3.5 and no academic violations
- Overall knowledge of production and post-production processes
- Proficiency in Adobe CC: Illustrator, Photoshop, InDesign, After Effects and/or Final Cut Pro
- Excellent oral and written communication skills
- Detail and multi-task oriented
- Ability to adapt to changing conditions, including redefining his or her responsibilities as appropriate
- Must be a junior, senior or graduate student (after your first semester) with a major or minor in SOC

Intern Role with Interface:

- Work closely with producers and creatives
- Develop, Coordinate, and Execute Internal Promotional videos for IMG Website
- Shadow Production and Post-Production client sessions
- Participate in internal meetings
- Assist with daily office operations, event coordination and material prep
- Observe and assist on studio and location shoots
- Conduct research
- Learn to manage a project from the business/operations viewpoint

- Additional tasks as assigned

Dates & Hours

- January - May
- 20 hours per week; weekly schedule to be arranged with IMG supervisor

Compensation: Position pays \$13.25 per hour.

Location: Internships are located at 1233 20th Street, NW Washington DC 20036– Metro: DuPont Circle, South Exit

How to Apply:

Send an email with the following material as attachments to deansinternships@american.edu:

- 1) This completed typed application -- saved as a PDF titled as LastName-Interface.pdf
- 2) Your resume saved as LastName-Resume-Interface.doc
- 3) One document containing three work samples or three links to published material; or a link to your website. Saved as LastName-WorkSample-Interface.doc

Application Deadline: 11:00 pm Tuesday, October 23, 2018

Based on the strength of your application and a faculty review of applicants, the portfolios of top candidates who most strongly match the position's criteria will be shared with IMG. Their hiring supervisor will make the final decision. You **may** be contacted directly by IMG at any time following the application. Please let us know if you are offered the position since you will likely hear first.

SOC REQUIREMENTS for all Dean's Interns:

- Provide a headshot photo to be featured on SOC's [website](#) and flatscreens
- Submit a 250 word blog post with on-the-job action photos/selfies for the DI [Blog](#)
- Post at least once to social media about their experience and provide the link
- Students who successfully complete their Dean's Internship will be presented with the distinguished DI medallion to wear during Commencement.

Credit Information: If you would like academic credit for this Dean's Internship, contact your academic advisor directly to determine eligibility. If eligible, you must complete all registration and release forms, and enroll for internship supervision **prior** to the 'Add' course deadline.

Questions? Contact Lydia Schindler, Dean's Intern Manager, lydias@american.edu; 202-885-2220. Or drop by McKinley #212 and introduce yourself.

**INTERFACE MEDIA GROUP (IMG) Production and Post-Production
Dean's Internship Application**

Name: _____

Are you a graduate or undergraduate student? _____

Expected graduation month and year: _____

Major: _____ GPA: _____

Cell Phone: _____ Email: _____

Website / Online portfolio: _____

Can you commit to required weekly hours for this internship? _____

Please answer the following questions:

1. What skills and experience distinguish you as the best candidate for this position?

2. What are your career aspirations? How will this internship help you achieve these?

3. What should this employer know about you and your work habits?

4. Please include the names of three SOC professors, along with their email addresses, who best know your work: