

## PRODUCTION ASSISTANT INTERN

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### Overview

The Production Assistant Intern will work with The Why's WHY STORIES project to expand the projects broadcast partners and outreach activities. The intern will also support the Producer to curate the newest WHY STORIES series by watching, analysing and selecting relevant films. In addition, the Production Assistant Intern will play a central role in the delivery of pre and post-production paperwork to support the smooth operation of the project.

### Responsibilities

1. Outreach; working with multiple stakeholders (directors, broadcasters and non-profits) to expand the reach of WHY STORIES .
2. Monitoring and Evaluation; collecting evidence of the impact of The Why's work, through collaboration with partners and feeding this into the organization's comms strategy.
3. Research; conducting relevant research into the issues highlighted in the films, to provide up-to-date insights on the current situation.
4. Screenings; watch and analyse films and work with the Producer to decide which to include in the newest series.
5. Administration; Complete and coordinate the delivery of relevant pre and post-production paperwork.

### Knowledge/Skills/ Experience

1. Excellent communication skills in English (and Danish would be a bonus), both written and verbal.
2. Comfortable liaising with multiple stakeholders independently.
3. Highly organized with and strong administrative capabilities.
4. Experienced user of Excel and GSuite.
5. Excellent attention to detail, particularly in terms of research.
6. Keeps up-to-date with current affairs and political developments.
7. Good knowledge of documentary film and a strong interest in working in the industry.
8. Research skills (particularly for qualitative research) are strongly desirable.

### Application

For more information or to apply, please send you CV and a short Cover Letter to [intern@thewhy.dk](mailto:intern@thewhy.dk)