

## **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. Screenings; watch and analyse films and work with the Producer to decide which to include in the newest series.
2. Distribution; working with multiple stakeholders (directors, broadcasters and non-profits) to expand the reach of WHY STORIES .
3. Administration; Complete and coordinate the delivery of relevant pre and post-production paperwork. Also contact right holders to get screener links of new films.
4. 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.

### **Knowledge/Skills/ Experience**

1. Excellent communication skills in English, both written and verbal.
2. Comfortable liaising with multiple stakeholders independently.
3. Highly organized with 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. MOST IMPORTANT!

### **Application**

The Internship takes place in central Copenhagen, at our offices in Gothersgade, situated above Cinemateket.

The Internship is unpaid and on a voluntary basis. The working period is preferably full time, starting mid-August 2021 and ending December 2021.

For more information or to apply, please send you CV and a short Cover Letter to

[intern@thewhy.dk](mailto:intern@thewhy.dk)

The deadline for applying are **June 20**.