

SPACEJUNK

INTERNSHIP OVERVIEW

Thank you for your interest in internship opportunities at Spacejunk!

Spacejunk is comprised of a tight-knit, collaborative team who enjoys working on interesting projects for high-visibility national brands. We like to work with folks who think outside the box, are disciplined, focused, fun-loving and willing to leave their egos at the door.

Please review the following information regarding the internship program at our studio.

Internships:

Spacejunk accepts interns on an as-needed basis in one of the following departments: live-action, motion design, creative or production. Interns are selected based on skill level and the needs of the studio at that time. Our interns will be brought into the fold very quickly and per the team lead, assigned to projects that will give them direct insight to client & creative work. The typical “week” is comprised of 90% actual creative work & 10% of intern duties.

Paid internships are typically scheduled for a 3-month period and are comprised of 40 work hours per week. Extensions or shorter terms will be considered on an individual basis. Interns are reviewed a minimum of one time during their assignment.

Any persons interested in an internship at Spacejunk are asked to submit a focus -or department preference- a resume and a demo reel or samples of their recent work.

Spacejunk expects the best from all team members, including interns. Interns are expected to have a professional and courteous demeanor towards co-workers and clients at all times. Interns are also expected to have a good attitude when tasks are assigned and to execute these tasks in a prompt and professional manner.

Due to fluctuating studio workloads, interns should be prepared to incur some down time. Tutorials or personal work can be completed during this time as long as it is pre-approved by your team lead.

Out-of-State Interns:

Applicants residing outside of the Central Ohio area should be prepared to relocate to Columbus for the duration of the internship. Spacejunk does not reimburse for housing accommodations; however, a list of nearby housing options is available.

Responsibilities: Interns will be assigned tasks relating to billable projects based on skill level. When not performing tasks relating directly to billable projects, our interns are asked to perform a variety of operational duties. Interns must be prepared and physically capable of performing any of the following operational tasks:

- *Kitchen – General cleanup and/or reorganization of the kitchen area; unload/reload/run the dishwasher; make coffee.*
- *Bathrooms – Restock paper towels, toilet paper, soap, etc.; general upkeep. **Note: this does not include cleaning bathroom fixtures.*
- *General Organization / Cleaning – Interns may be asked to cleanup or organize the shoot space, production closet, crawl-space and/or the basement storage space, conference rooms, or any at surface. Empty trash.*
- *Couriering – If the intern has access to reliable transportation, he/she may be requested to courier items or people and/or shop for items. Mileage reimbursement is offered.*
- *Phones – Interns may be asked to answer the phones and monitor the reception desk to greet clients and/or receive shipments.*
- *PA – In some cases, interns might be asked to serve as a PA or Production Assistant on a shoot either at the studio or off site. In these cases, the intern will serve a variety of roles depending on the needs of the shoot.*

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Submission: Spacejunk accepts internship inquiries year-round. To submit, please email internships@spacejunkmedia.com with the subject line "Internship Inquiry." Candidates must provide the following items within the body of the email:

- **Preferred Focus:** Edit/Post, Graphics/Animation, Creative or Production • **Availability:** Both starting and ending dates
- **A resume with current contact information**
- **Links to demo reels and/or recent work**

Thanks for considering Spacejunk for your internship!