JOB DESCRIPTION

1)Script Writer

Selected Interns Responsibilities:
1. Develop and research ideas for original movie screenplays
2. Create an initial framework, or treatment, for screenplays
3. Write or adapt a story into a script
4. Meet with film executives to pitch screenplays and ideas
5. Weave together visual elements in scenes with plot and dialogue
6. Work with producers and directors to edit and adjust the script as needed.
7. Previous Experience in Writing Fictional Content.

Additional Information:
  Stipend - 10k/Month
Tenure - 1 year
  Work From Office
Timings - (Mon-sat) 10:30-7pm

2) Assistant Director (Female)

Selected Interns Responsibilities:
1. Reading scripts and working on the continued development
2. Attending casting sessions and selecting actors
3. Interpreting a script and understanding the story and narrative style
4. Overseeing the rehearsals
5. Identifying the set locations
6. Working within the budgetary constraints
7. Managing conflict on set
8. Adhering to a production schedule
9. Coordinating with a camera crew, art directors, costume designers, and musical composers to ensure consistent creative execution
10. Working with the editor to create the film in its final form
11. Assisting in the marketing and promotion of the film.

Additional Information:
Stipend - 10k/month
Work From Office
Tenure - 1 year
Timings - (Mon-sat) 10:30-7pm

3) Editor

Duties:

1. Receiving a brief, and maybe an outline of footage and/or a shot list, script, or screenplay
2. Assembling all raw footage, with camera shots either recorded or transferred onto videotape in preparation for inputting into the computer
3. Digitally cutting files to put together the sequence of the film and deciding what's usable
4. Creating a 'rough cut' (or assembly edit) of the program/film and determining the exact cutting for the next and final stages
5. Editing fiction, nonfiction, and documentaries as required
6. Experience in Adobe Premiere Pro, FCP, Photoshop

Additional Information:
Stipend - 10k/Month
Tenure - 1 year
Timings - (Mon-sat) 10:30-7pm

4) Accountant

Selected intern's day-to-day responsibilities include:
1. Maintain day-to-day transactions
2. Work on payroll accounting
3. Work on bank reconciliations preparation
4. Maintain physical records of all the bills
5. Document financial transactions by entering account information
6. Work to summarize current financial status by collecting information
7. Prepare balance sheet, profit and loss statement, and other reports
8. Analyze financial information and summarize financial status
9. Support month-end and year-end close process
10. Prepare financial statements and produce a budget according to the schedule
Experience - Minimum a year!
Stipend - 10-12k/month
Duration of Internship - 1 year
Timings - (Mon-sat) 10:30-7pm

5) Cinematographer

1. Analyzing the screenplay, characters, and story structure, and deciding on a visual approach with the director
2. Conducting research regarding available locations, props, sun position, and weather conditions at the prospective film sites
3. Selecting and sourcing required equipment, tools, and crew members
4. Visiting locations and taking a series of test shots before deciding on the angles, filers, film stock, framing, equipment, lighting, and techniques that will be used to create the desired atmosphere of the film
5. Approving costumes, make-up, and hair, as well as the color and textures used on set
6. Training the crew to safely use new and modified equipment

7. Attending cast rehearsals and providing advice where appropriate
8. Working with the post-production team to ensure the desired effects are preserved and that the mood of the film is maintained
9. Keeping up-to-date with advances in the film industry and attending workshops and training sessions wherever possible.

Tenure - 1 Year
Experience - More than 6 Months
Stipend - 10k/month

Office Address - First Floor, 258, lane no 3, Westend Marg , Champa Gali, Saket, New Delhi - 110030