



## **Internships**

### **Stage Operations / Lighting & Grip**

#### **Description**

Steiner Studios, a state of the art soundstage facility in the Brooklyn Navy Yard, is offering the opportunity for hard-working students in film production to be interns for the spring of 2013. The internships at Steiner Studios are geared toward students (graduate or undergraduate) with an interest in the following: physical production, stage management, facilities management, lighting design, lighting and production technology or photography. The ideal candidates will be hard-working, self-starters who are flexible, creative and results-driven. Responsibilities will depend largely on the needs of our clients who shoot feature films, TV shows, commercials and music videos as well as the skills and capabilities of the intern. Students will learn about real-world production, learn set presence and be exposed to the operations of a fully functioning movie lot.

#### **Responsibilities**

Duties will include, but not be limited to the following:

- Office duties such as filing, faxing, sorting and delivering mail;
- Assisting in functional areas such as accounting and community relations;
- Developing inventories of studio property;
- Assisting in the preparation of lighting & grip equipment rented to productions;
- Equipment management and delivering equipment and supplies to stages;
- Setting up/breaking down stages and support spaces to ensure client-readiness;
- Performing "stage checks" to monitor activity on the stages and support spaces;
- Communicating with clients of the studio to ensure customer satisfaction;
- Acting as a production assistant on productions shot in our facility.

#### **Qualifications**

- Outstanding people skills;
- Strong written and verbal communications skills;
- Proficiency on PC (i.e. Microsoft Word, Excel, PowerPoint and Outlook);
- Capacity to work with minimal supervision;
- Good physical conditioning and the ability to lift heavy objects.

#### **Eligibility**

The program is open to undergraduate students who have completed a minimum of one year of study (or equivalent), and graduate students. The internship will be coordinated with the student's educational institution, so that they receive academic credit. Interns will be required to work at least 10 hours per week. The starting date and duration of the internship is somewhat flexible and can be coordinated with Steiner Studios.