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Alkemy X Internship Program

The Alkemy X Internship Program provides students with the unique opportunity to join and learn from a well-established and dynamic media company. Interns will gain experience and exposure in a variety of departments: Administration, Development, Creative/Copywriting, Production, Editorial and VFX.

Interns gain hands-on experience; learning and understanding the capabilities of basic editing software (i.e Avid, Final Cut, Premier, etc), shadowing a producer, transforming an idea into a TV show, and the importance of social media processes and strategy.

Structure

Whilst at Alkemy X interns will engage in a series of tasks and responsibilities. Prior to their arrival, interns will be assigned a mentor, whom will act as their primary advisor when in the office.

Interns will always have someone supervising them in every department to make sure the procedures and reason for all tasks are clear. Interns may or may not observe and experience all Alkemy X departments. Alkemy X encourages interns to ask the artists, designers, engineers, editors, account executives and producers any and all questions.

During their down time, interns will have the opportunity to work on other projects assigned to them, observe an assistant editor and/or VFX edits.

In addition to their responsibilities, interns will meet once a week with their mentor to discuss their development, interests and progress.

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Discipline

Administration:

- Observe and learn how to utilize the day-to-day organization, established procedures and coordination

- Assist with established procedures that contribute to smooth operation

- Interact with clients, guests and all Alkemy X departments; presenting a professional demeanor

- When asked, offer creative solutions or suggestions to aid administrative problems

Development:

- Learn about all stages of development; inception of an idea, research, treatment writing, pitching etc

- Research, collate and present data

- Attend creative meetings and when asked, offer creative input and ideas for projects

- Interact with clients, talent, network professionals and managers, and present a professional demeanor

Creative/Copywriting:

- Basic understanding of all disciplines

- Learn about the creation of a storyboard and script writing

- Going to set to visually see how concepts translate to screen

- Social Media processes

Production:

- Learn how to bid on a job

- Identifying what resources are needed to start, produce, and complete a job

- Consult with Editors/Graphics/Audio/Color Correction to estimate time needed

- Develop budget and project workflow from time estimates

- Learning how to manage time and client expectations

- Interact with clients and present a professional demeanor

Editors:

- Observe and learn about different edit systems

- Workflow comprehension; import and organize footage, audio, stills, graphic elements etc

- Basic Technical understanding of how to handle assets

- Interact with clients and present a professional demeanor

- Learn the various camera formats, frame sizes, frame rates, file types, and codecs

- Work with assistant editors

- Attend edits to learn about the process

- Interact with clients and present a professional demeanor

VFX:

- View/understand the various sub departments within the VFX department

- Learn about the production and creative process of bidding, working on and delivering a project

- Identifying what resources are needed to start, produce, and complete a job

- Observing and learning about the various team members and their jobs, shadowing Visual Effects

  Supervisors, VFX Producers, CG Supervisors, Matte Painters, 3D Artists and compositors