



**Position:** Post Production Intern (In-Office)

**Location:** Conshohocken, PA

**Hours:** Part-time

**Compensation:** Paid

Bowstring ([bowstring.tv](https://www.bowstring.tv)), a global creative content studio specializing in creating production solutions for brands and agencies, is seeking a creative, talented, organized and ambitious video editing intern for Summer 2024. The successful candidate will be someone who is comfortable in a fast-paced entrepreneurial environment and who is willing to meet new challenges with a “can do” spirit.

**Major responsibilities for this position may include:**

- Working closely with the Post Production team to advance editorial processes and projects
- Data management, including sound syncing and cataloging
- Project preparation and archiving
- Assisting producers and other staff with various editorial needs
- Music, b-roll, and stock footage curation
- Other duties as required

**The ideal candidate will possess:**

- Minimum 2 years college coursework in a relevant field, or demonstrable experience in the field
- Extremely organized with an attention to detail
- Demonstrable proficiency in Adobe Creative Suite, including Premiere and After Effects
- Ability to work with minimal supervision with great accuracy and efficiency
- Strong communication skills

Potential applicants should forward a cover letter, résumé and any applicable examples of work to [interns@bowstring.tv](mailto:interns@bowstring.tv), with subject line “Post Production Intern”. Please, no phone calls.