



The Producer is currently searching for both editorial & design interns and assistants for spring 2016 in NYC.

The Producer is an international online resource for the photography community featuring the best in the business - producers, photographers, location scouts, prop stylists, hair & makeup artists, manicurists and more. We aim to provide a community to the photo production industry & foster collaboration, while providing key industry insights. The Producer offers a visually engaging platform that supports, connects and explores the photo production world.

Our offices are in NoHo Manhattan, near the 6/B/D/F/M trains.

Applicants MUST possess all of the following:

- Responsible, enthusiastic & self-motivated
- SquareSpace savvy
- A great attitude. Positive, can-do spirit.
- Exceptional communication skills & a firm grasp of grammar
- Trustworthiness. Nice people only please!
- Organized. A love of order and an eye for detail
- Flexible schedule
- Service and/or project management experience
- Common Sense. Wait, isn't this common sense?
- Strong work ethic.
- Must have a Mac/Apple laptop
- Interest in the photography world is a plus, but not a pre-requisite.

Bonus - photo, video, audio or editing experience and skills.

Editorial Intern Responsibilities/Opportunities to Include:

- Researching & developing editorial content
- Transcriptions & editing original interviews and content
- Assisting in the design of the weekly website postings, email templates, including promotional materials
- Assisting the editorial team in managing the website and scheduling posts through SquareSpace
- Scheduling MailChimp newsletters, & maintaining contact lists, event calendars & editorial spreadsheets
- Marketing/Social Media assistance
- Opportunity for authorship of your own pieces to be published on the site
- Minimum commitment of 15 hours per week.
- You will work closely with the editor, producer & assistant editor.

There will be weekly opportunities to attend interviews, photo shoots, industry events & openings.

Please submit your resume along with a note explaining why you're the perfect intern for The Producer, by March

18th to hello@theproducer.com