

# School of Art, Design & Media (NTU)

Late internship application  
*Updated 8 February 2021*

**Students:** *If this is for credited internship, please bring company into the internship programme as a self-source option upon successful placement. If this is for self-enrichment, the school will not intervene and the agreement will be strictly between you and the organization. Please read carefully before committing.*

## Name of company:

Sproud Pte Ltd

## Estimated number of employees:

20

## Internship / Freelance work title

Post Production Intern

## About the company and no. of intern(s)

SPROUD is a media consultancy that focuses on content creation for the digital world. We take in about 2 interns.

## Relevant website and links:

<https://sproud.biz/>

## Internship job scope and responsibilities description:

### Job Descriptions

Students who join us as interns will get the exposure to the end-to-end process of content creation, video production and with good practices and willingness to learn, they can be trained to be industry-ready. The objective is for the students to have the first hand experience of working on actual projects, to bridge the knowledge they have acquired in school with the actual requirements and expectations of becoming a professional.

### What you can expect

- Introduction to post production process, to experience the production operating cycle as video editor intern.
- Assist in organizing, syncing and preparing raw footage, images, audio, and scripts to be used for editing.
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- Develop & execute projects within tight timeframes and deadlines.
- Ensure proper backups and archives are made.
- Add and create lower thirds and title graphics.
- Provide assistance on office duties when being tasked.

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### **Pre-requisite from candidate (if any):**

#### **Who you are**

- Passion for media industry.
- Seeks a potential career within post-production.
- Excellent English communication skills - written and oral.
- Manage your time and workload independently.
- Proficient knowledge in Adobe Creative Cloud apps such as Premiere Pro, After Effects, Photoshop and etc.
- Ability to work in a fast-paced working environment.
- Good team player with strong interpersonal skills.
- Ability to multitask and work independently.

### **Estimated time frame/period**

10th May 2021 – 17th July 2021.

### **Allowances**

\$1000

### **Reporting instructions**

Report at 10am to our office 25 Kallang Avenue, #06-03, Singapore 339416  
Please bring along your laptop for your first day of work and dress in smart casual.

### **Working equipment / softwares**

Working equipment/ softwares will be provided , ensure to bring along your laptop for the first reporting day.

### **Contact person / email to respond to**

Please send in your applications to [grow@sproud.biz](mailto:grow@sproud.biz)

### **Other instructions / comments for applicants**

Please send in your cv along with the portfolio link