

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: Epitome Productions Pte Ltd

EPITOME

Estimated number of employees:

7 Employees

Internship / Freelance work title

Motion Graphics Intern
Production Intern

About the company and no. of intern(s)

Interns : 2

Epitome is a creative Production studio that specialises in creating stylised videos and stills for Brands to connect with their audiences.

Relevant website and links:

www.epitomecollective.com

https://docs.google.com/presentation/d/e/2PACX-1vSkKSOuNPf8B30JMF5IE8lLrPrqCsJLR84ClKLb8uApAj64D58dffRD8BKqh9_hra8u9x7gwI92fPg/pub?start=false&loop=false&delayms=3000&slide=id.g5a62ed7c48_0_55

Internship job scope and responsibilities description:

1) Motion Graphics Intern

The Intern is responsible for supporting the Post Production Team in the development and delivery of client and in-house projects. You will be heavily involved throughout the entire creative production process: you will brainstorm, strategize, concept, research and execute with finesse and efficiency—ensuring that their clients' desired message, image and tonality is conveyed to audiences.

You will also be responsible for supporting our post-production team in their pursuit to produce work that is dynamic, thought-provoking and unique. This is a hands-on experience and you are greatly encouraged to showcase and share your personal creativity and style.

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Job scope includes:

- Design and animate projects from ground up. Including storyboarding, styleframes and animations
- Collaborate with the director and art director to produce animations for promotional spots, advertisements and short stories
- Work independently as well as part of a team for both simple and complex motion graphics projects
- Good time management and scope estimation skills will be needed to make sure deadlines are met
- In addition to animation, designers are required to help the directors with researching animation references, creating storyboards and pitches

Responsibilities (Included but not limited to the following:)

- Execute engaging motion designs and artworks that are aligned with overall creative direction.
- Responsible for design research and laying out creative pitches.
- Brainstorming solutions and meeting tight deadlines.
- Provide overall day-to-day administrative support.
- Student of the industry: keeping up on the latest news, trends and emerging platforms or talents.

2) Production Intern

As a Production Intern, you will work closely with the Producers and manage all aspects of production: estimating, conceptualizing, scheduling, talent, shoot, edit, visual effects, music, and delivery all through a creative execution lens.

Responsibilities and duties:

- Attend to project inquiries and work directly with the team to understand business objectives and briefs
- Communicate project requirements to the creative and production team
- Organize and run pre-production meetings.
- Research, conceptualize and pitch where necessary
- Skilled in translating an idea or story into the desired end product.
- Plan, develop and execute all stages of pre-production to post-production
- Building relationships with all vendors to support creative projects and oversee the logistics management for project operations.
- Facilitate with casting, auditions, and hiring of freelancers per-project basis
- Prepare call sheets and obtain all necessary permits and licenses prior to shoot
- Ensure that production goes smoothly according to schedule
- Plan and manage post-production timelines while keeping the client up to date on progress
- Coordinating and liaising with key personnel (Both internal and external)
- Liaising and maintaining the relationship with all project stakeholders.
- Procure, review and negotiate production estimates.
- Review and approve all production-related invoices.
- Be an expert on filmmaking, photography, image capture, digital platforms, and formats.
- Manage multiple projects as needed.

Pre-requisite from candidate (if any):

Not provided by company as yet.

Estimated time frame/period

10th May – 17th July 2021

Allowances**Allowance indication:**

\$800 - \$1000 / month (tbc upon interview)

Reporting instructions

Office Address : 12 Chiku Road (S)429425

Work will be carried out in Office

Working equipment / softwares**1) Motion Graphics Intern**

- Working Equipment will be provided

2) Production Intern

- Students will be required to utilize their own laptop
- Google Slides
- Google Sheets

Contact person / email to respond to

Jasper Choo – Executive Producer

Email : jasper@epitomecollective.com

Other instructions / comments for applicants

Please share across your portfolio and contact details for the team to process.

Thank you!