



Opfer Communications
1701 S. Enterprise Ave.
Springfield, MO 65804
Tel (417) 864-5000 Fax (417) 885-0199

JOB TITLE: Intern, television production

REPORTS TO: Deborah Hartwig, Production Manager

STATUS: Unpaid Internship

Mission

Opfer Communications is a full-service video production studio operating in the Springfield area for over 19 years. We specialize in “direct response” television commercials and infomercials, but also produce a wide variety of original video content such as PSAs (public service announcements), music videos, documentaries, sports image reels, and corporate image presentations. From concept to completion, Opfer Communications’ production department sees a project through every phase: scriptwriting, shooting, editing and posting the final master.

Job Description

The intern will work directly with our team in a fast-paced environment to provide support for all phases of project production. Duties may include on-set production assistance as-needed; Teleprompter operation, tape logging, general production errands, minor shooting and/or writing, light kit setup and operation, website updating, production coordination, interaction with talent and vendors, and creative meeting participation.

Days and hours are flexible and will be arranged with your internship supervisor at the beginning of the term. Time should be scheduled at the Opfer offices and studios and kept track of on weekly time sheets.

Minimum Requirements

Must be currently enrolled in an accredited college, university, or trade school program. Intern must be able to work a minimum of 10-15 hours per week for an entire term. Communications majors preferred.

Minimum Qualifications

- Self-motivated and able to work independently
- Dependable, responsible, and punctual
- Able to work well with a diverse group of people
- An understanding of basic television production
- Be familiar with or possess organizational, planning, and technical skills necessary to develop quality television programming
- Basic knowledge of computer operations and office software for data entry

Benefits of Interning at Opfer Communications

- Great experience for job resume and demo reel
- Learn marketable video and television production skills
- Hands-on television production experience
- Friendly, community environment

General Information

The Opfer Communications Internship Program is unpaid. As a prospective intern, it is your responsibility to make arrangements with the appropriate advisor at your school, college, or university to receive credit.

Interns may be required to complete Opfer training workshops as needed for production assignments during the first part of the internship program. Prospective interns are required to submit a cover letter. Your cover letter should include any relevant experience and/or coursework you may have, how you expect to use the experience you gain at Opfer Communications in your future plans, and how your talents and skills may best be utilized at Opfer Communications.

Contact

Deborah Hartwig, Production Manager at (417) 864-5000 ext. 203 or Deborah@opfer.com