

VANGUARDE

ARTISTS MANAGEMENT LTD.

Position: Commercial/Production Intern

Vanguard is seeking a new Commercial/Production intern. The program will be loosely structured around the following content:

- **Media Collection:** Track client projects as they reach completion. Liaise with production entities to collect copies of projects once released on an ongoing basis. Coordinate collection and dissemination of relevant files as necessary.
- **Media Asset Management:** Encode and upload relevant media to relevant asset management services (Vimeo, Simian, etc). Encode files and clips as necessary. Maintain and update media cold storage.
- **Market analysis:** Interns will be assigned a set of commercial producers and/or advertising agencies to analyze as buyers of filmed content. They will produce a memo and discuss their findings.
- **Miscellaneous:** support database maintenance, social media efforts, office maintenance, and general cheer.

About the Company

Vanguard is one of Canada's top agencies representing showrunners, writers, creator-performers, directors, cinematographers, producers, editors and other creative categories in the Film, TV, and commercial industry. Vanguard has a strong reputation for talent management, quality, and integrity.

Applicant

We are looking for people with a well-developed and demonstrable interest in the Film, Television & Commercial production business. That involves an appreciation for television programming, the writing that goes into it, and the elements of bringing filmed content to the screen, and the commercial aspects of developing, making, financing/selling scripted content. Further requirements include:

- Excellent communications skills (written and verbal)
- High degree of discretion
- Strong working knowledge of the Microsoft suite: Excel, Word
- Working knowledge of video encoding / web optimization.
- Basic knowledge of digital marketing and social media
- Office experience is considered an asset, but not required.
- Great attitude

We are running the program to identify promising assistants for full time jobs at the agency as openings occur.