



Department of Film & Television

### Internships in Film & Television Industry

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#### Getting Started:

- Review and Revise your Resume/Cover Letter
- Review & revise your LinkedIn & other social media accounts/profiles
- Begin doing broad research about the kind of Internship; the kinds of jobs and the kinds of companies you'd like to work for
- When you find an Internship, fill out and submit the Internship form (see below) to:  
Dr. Janes: [janes@rider.edu](mailto:janes@rider.edu)

#### For Info About Internships in the Entertainment Industry:

Looking at ads and seeing what people are looking for; finding out what kinds of qualifications they are asking for will help you better prepare yourself. The first place I would begin looking is [Entertainment Careers.net](http://EntertainmentCareers.net) - just search INTERNSHIPS and a whole bunch of listings will come up. Some of those listings will be private MEMBERS ONLY listings.

As you get more serious about your search, you may wish to get your own subscription to EntertainmentCareers.Net. They offer a [3-month subscription for \\$25](#). Having your own subscription would make applying much easier because you could upload your resume and cover letter and apply directly from the Entertainment Careers site.

If you have a particular company that you would like to work for - Google that company and search their website for Jobs/Careers. For example, if you wanted a job at HBO or Disney, you could go to their website: <https://hbocareers.com/> or <https://jobs.disneycareers.com/> and search using the keyword INTERNSHIP.

#### You could also try:

- <https://www.hollylist.com/signUp>
- <https://staffmeup.com/>
- <https://www.linkedin.com/jobs>

- <https://www.indeed.com/>
- <https://www.internships.com/>
- <https://www.productionhub.com/jobs>
- <http://www.anonymousproductionassistant.com/uta-joblist/>

Some provide free information. Others might require a subscription.

Or just do a Google Search for Internships in Film and Television or whatever field you might be interested in, and you might be surprised at what you will find.

### **For LinkedIn, you might log into LinkedIn:**

- go to the Rider University page.
- Select the Alumni tab
- Select an area – for example, Greater New York, Philadelphia or Los Angeles Tab
- Look for and reach out to Rider alums in those areas who might be in the industry

### **Facebook has several Facebook Groups that you might check out**

For example, here are a few of groups that I have my Semester in LA student's search:

- I need a Producer (59,000 members)
- I NEED A PRODUCER! (14,000 members)
- Production Freelancers - Producers, Coordinators, PA's etc ..... (69,000 members)
- Production Resource Group (25,294 members)
- We work in Reality T.V. - LA (31,158 members)
- Woman Working in Reality TV (21,800 members)
- I need a paid production assistant (20,200 members)
- I need a story assist/editor/AP/producer (4,280 members)
- The L.A. Production T.V. Staff/Jobs (4,295 members)
- Reality Television Editors and Producers (3400 members)

There are hundreds of these groups on Facebook. Be creative and you will find one that works for you.

### **Learn More about Internships**

Google can also be a great help in getting tips on where to look, applying and interviewing. With a quick Google search, you will find things like [The Intern Hustle](#) which provides some great tips and videos about how to find, secure and being successful at your Internship. While not specifically focused on film and television



internships, this is just one of several websites and YouTube videos you can find by Googling things like: How to find Remote Internships or How to prepare for you Internship Interview. Don't ignore the potential and power of Google to provide guidance or help answer your questions.

### **Some Jobs & Internships you may see**

**Production Assistant (PA)** is probably the most well-known entry-level job in film and television and the one that you will see advertised most – sometimes advertised as Office Assistant, Assistant Editor, Assistant Writer, etc., etc. A PA may be based in a production office or have duties on set. The PA does just about anything and everything, from getting coffee to making copies of scripts to driving crew or equipment around town when necessary. How much a production assistant earns does depend on the budget of the production, but also on how much confidence your boss has in your abilities. Demonstrate that you are a team player from day one and all kinds of options and opportunities will open for you. As a Rider student, you have access to LinkedIn Learning which has a course on what to expect and how to be a great PA: [Want to be a great production assistant?](#)

**Script coverage** is a lesser-known entry level position but one that is often offered to Interns. Because production companies receive a great many scripts to read, they often have interns read and provide a synopsis of the scripts they receive. The synopsis is generally accompanied by the reader's thoughts and impressions and is usually written for a production company executive or producer. [Here's one script coverage example!](#) Many other examples can be found through Google.

### **Resume & Cover Letter**

If you don't have a resume or a cover letter, it's time to start putting one together. If you have a resume and cover letter, it's time to review and revise them. There are a ton of online resources available, and I've included some links below for you to consider.

Your **resume** should be concise and include the following:

- **Name & Contact Info** including phone, email & relevant social media connections like LinkedIn.
- **Education** – College, major, expected graduation date, GPA, if over 3.0. Any additional workshops or significant achievements (Honors, Dean's List, etc.)

- **Work Experience** – this does not necessarily mean every job you have held, but only those that you feel might be relevant for the position for which you are applying.
- **Skills** – mention any computer, software, social media, or language skills you feel may be relevant.
- **Extra-curricular activities** – student clubs, organizations, sports, or other activities (fundraisers) both at school and/or in the community. Be sure to mention any leadership or planning role you may have had in these activities.

**Resume Bottom line** – keep resume short & focused (1 page); highlight skills/experiences; use powerful/action words; consider who you are preparing the resume for. This means if you are applying for different types of jobs, you may want to adjust your resume to capture attention more effectively; make it clean, organized and easy to read; graphics/color are fine as long as they do not distract.

[What makes a resume stand out?](#) (EntertainmentCareers.Net)

Because resumes need to be brief and to the point, each word that you put on your resume and the way you use it to ‘sell’ yourself can be incredibly important. [Here’s a great article](#) that might help you think more about the words you use in your resume. Two additional tips:

1. Look at the job ad and use a couple of words you find there. If the add says they are looking for someone who can ‘think independently’ and is proficient in Premiere, try and work at least a couple of those words/phrases into your resume.
2. Google good words to use in your resume and you will definitely come up with some great words to use in your resume.

**Cover letters** (or more likely Cover Emails) can be more important than your resume in that they may allow you to make more personal connections with internship decision makers. Cover letters should be focused, usually not more than 3 paragraphs in length, and need to be much more formal than what you might write in an email or social media post. Mention that you are a student; that you are looking for an internship (the more specific the better). Write a little about why you would like to work for the organization you are applying to and why you would be an exceptional fit for the position. Point out and briefly elaborate on some experiences and skills in your resume. Don’t simply repeat information that’s included in your resume, explain just a little more about what you did and how that experience might be important in this new position.

[Do I really need a cover letter and what to put in it.](#) (EntertainmentCareers.Net)

## **Resume/Cover Letter Links**

Rather than completely reinvent the wheel, here are links to web pages about resumes/cover letters and other information that both other institutions in general and other institutions with semester in LA programs have compiled:

## **Rider Resources**

I would also recommend that you connect with [Rider's Office of Career Development and Success](#). They offer tips about [building your brand](#). Rider Career services can review and provide assistance with your resume and cover letter. Check out some of these Rider links.

- [Resume Sample](#)
- [Cover Letter 101](#)
- [Cover Letter Sample](#)
- [Linkedin/Facebook](#)

## **Proof-read**

Be sure to carefully read and correct your resume and cover letter. Nothing can disqualify you faster than a resume/cover letter with misspellings and typos. This is especially true for the more popular and competitive internships. Let as many people (professors, parents, internship coordinators, employers, friends, etc.) as possible review both your resume and cover letter. The more eyes on your resume/cover letter, the stronger they will be.

## **LinkedIn/Social Media**

Increasingly social media are being used by employers to find out more about job/internship applicants. If your social media accounts have been used primarily for social purposes such as announcing how 'wasted you got last night,' it might be time to make a change. Today, prospective employers will search you out on social media and no matter how good your resume/cover letter, a less than professional social media presence may disqualify you from the internship you covet. Along with researching prospective interns, many employers are using social media sites like LinkedIn, Facebook, Twitter and Instagram to announce job and internship openings. As a result, it is recommended that you create and/or revise your LinkedIn profile. Review your other social media accounts. Clean up and/or make private certain information that would not lend itself to your getting a professional position. If you don't have one or if your current twitter account is less than professional, create a new twitter account. With your LinkedIn, Twitter and other appropriate social media accounts, begin making connections with/following/friending some of the companies and people you might be interested in working with. Below are some links with additional information and suggestions about your social media presence and careers:

- <https://www.rider.edu/careers/portfolio/linkedin-and-facebook>
- <http://www.affordablecollegesonline.org/college-resource-center/college-students-clean-up-your-online-profiles-now/>
- <https://www.slideshare.net/linkedin/the-students-guide-to-linkedin>

The more you know about some of the companies you are interested in working for, the better you will come across in an interview and the stronger the candidate you will be.