



Kaboom productions is a female owned company with over 20 years of experience in commercial, music video and film production. With hundreds of commercials under our belt, Oscar-nominated and Sundance-winning directors on our roster, and past work with companies like Disney, HP, Google and Salesforce, we're a busy place!

We are seeking ONE motivated, outgoing, friendly individual who's interested in filling our last spot for this term's internship. Please be eager to learn about the small but thriving film, video, television and commercial industry here in the Bay Area.

Job Description:

We're a commercial based production company, which means we play a part in the preparation, shooting, editing, and final delivery of a production. **This position itself is mostly office based but you'll get to experience a side of the production pipeline that is essential for working in the film and television industry.** The general vibe of the company is relaxed, however we have been lucky to have a busy 2021 start. You'll be working closely with our production coordinator, Sophia. Our executive producer and owner of the company Lauren, will be around but you'll mostly be reporting to Sophia. With that being said, Lauren is involved in all aspects of kaboom, so there may be times you will be tasked with things to do from her.

Job Responsibilities:

- Updating, formatting, and maintaining directors' work on Vimeo and WireDrive
- Social Media: creating post drafts for office manager's review
- Mail management: (sending out packages, filing, picking up, etc)
- Assist in kaboom projects directors and editors with various aspects of projects
- Pre-production prep: sending out materials for clients before shoot days, filling out pre-pro book, etc
- Assisting in general office management

Job Requirements:

- Current undergraduate in good academic standing
- Comprehensive knowledge of Adobe CC
- Social media savviness and writing chops
- Proficiency in Mac OS, Pages, Google Docs (Docs and Sheets)

Preferred Qualities:

- Friendliness
- Troubleshooting and problem-solving skills (highly preferred)
- Ability to multitask
- Strong organizational skills
- Solid work ethic & ability to take initiative

Compensation: Intern will receive academic credit

Send your resume and cover letter to sophia@kaboomproductions.com