

Cyber Group Studios

IS LOOKING FOR



**A MOTIVATED, DYNAMIC COLLEGE INTERN
TO JOIN OUR CREATIVE & PRODUCTION TEAM
IN LOS ANGELES (BURBANK)**

JOB BASED IN LOS ANGELES, BURBANK* FROM MID-JANUARY UNTIL MAY 27, 2022

PART-TIME INTERNSHIP; 15-20 HOURS PER WEEK OVER THREE WORK DAYS

(*Due to the COVID-19 pandemic, we will be determining whether this position will be in-person at our Burbank office or virtual based on government recommendations. Please note that the safety and well-being of our team is very important to us at Cyber Group Studios.)

JOB DESCRIPTION

The overarching role of the intern is to assist with all aspects of Cyber Group Studios USA's creative affairs while gaining practical development and production experience with a focus on Kids Television Animation. Cyber Group Studios interns will gain real-world work experience and work alongside the executive team.

RESPONSIBILITIES INCLUDE, BUT ARE NOT LIMITED TO:

- Supporting CEO, VP of Development, and Creative Assistant with ongoing development initiatives
- Reviewing and tracking incoming project submissions. Writing projects/script coverage
- Keeping abreast of industry and pop-culture trends, and generating reports and presentations to share findings and insights with the team
- Updating writer and artist lists, helping source new talent, and creating mood boards
- Supporting daily administrative tasks for series currently in production (e.g. help with script tracking, organizing writer agreements, etc.)
- Maintaining and organizing files and assets
- Covering executives' desks and coordinating schedules as needed

**PLEASE SEND YOUR APPLICATION TO jobs@cybergroupstudios.com
WITH THE SUBJECT LINE, "CGS-JOB USA INTERNSHIP"**