



Position: Assistant Producer, Intern

Hours: Minimum 6-month commitment. Flexible schedule. 15 hours/week, 2-3 hybrid virtual and in-person internship. Starting May thru November, 2022.

Description: re:imagine/ATL is seeking support to produce engaging virtual workshops and panels with creative media professionals from top networks and international organizations. The Assistant Producer will ensure guests and student leadership are prepared for the live Zoom recorded sessions based on the run of show and provide pre- and post-event support.

Benefits include coaching and professional connections, co-working space at our office, free coffee, a supportive team, and work that makes a difference with youth in the community.

We are looking for a detail-oriented, mission-minded individual to help produce professional and engaging media education content for students and teachers and make re:imagine/ATL better.

Application Deadline by 5/6/2022

Email our Development Director, Charaun@reimagineatl.com if you have any questions.

Duties & Responsibilities:

- Help plan, prepare and execute monthly virtual events for youth creators with guest speakers from the film and creative media industries.
- Work with Producer to develop a run of show and ensure all participants understand expectations and are prepared with their content and technology (help run prep calls with guest speakers).
- Plan educational workshop events and pop-ups in collaboration with the Producer for students, teachers, and nonprofit partners. Coordinate schedules of Teaching Artists and educational partners for interactive and well-executed workshops.
- Record and report attendees and participant experience.

Qualifications

- Self-motivated, good organizational skills, detail-oriented, ability to prioritize, multi-task and meet deadlines
- Ability to communicate in clear and concise manner
- Enthusiasm for the mission of the re:imagine/ATL and the community we serve
- Experience with Zoom and virtual event production
- Familiarity with Google Docs and Google Spreadsheet
- Comfort with online tools, such as Slack
- Effective communicator, both written and oral
- Event production or set production experience is a plus
- Educational experience with students and teachers is a plus
- Must be a high school graduate, class of 2021 or earlier

Background

re:imagine/ATL is an education and workforce development organization whose mission is to equip the next generation of storytellers. Through a lens of diversity and inclusion, re:imagine/ATL provides career exposure, training, and placement in careers across the creative media industry.

Compensation: \$1,200 Stipend (\$200 Monthly); College Credit (if applicable)

**Please indicate on your application if you are interested in pursuing this opportunity and receiving academic credit, or completing a work exemption program.*

re:imagine/ATL is an Equal Opportunity Employer and does not discriminate on the basis of sex, race, age, national origin, ethnic, background, disability or any other characteristic protected by law.