Sound Engineering Internships

Main duties:

- Arranging voiceover artists
- Recording voiceovers
- Editing sound files
- Updating the voiceover artist database
- Sourcing new artists

General office duties:

- Filing and retrieving information and documents
- Gathering information by telephone, letter or in person
- Photocopying documents
- Dealing with incoming and outgoing post

Person Specifications:

- Good organisational and interpersonal skills
- Able to use Microsoft Office and Outlook
- Excellent attention to detail

Desirable:

- A degree in studio engineering or music technology or currently studying towards one
- Experience in using Pro Tools, Adobe After Effects and Adobe Premier

What skills/knowledge could I gain/improve?

- General office administration skills
- Communication skills
- Organisation and prioritisation skills
- Time management and working to deadlines
- Use of industry specific software
- Practical working experience of studio editing

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