ERASMUS+ INTERNSHIP: Media Production Intern

Academia College of Short Cycle Higher Education, located in Maribor, Slovenia is a private institution that offers specialized short-cycle programs in economics, media production, engineering, and computer science. The programs are designed to provide practical skills and knowledge for today's industries. Academia ensures students receive a quality education that directly applies to their chosen fields.

Position Summary:

As a Media Production Intern, you will support Academia's International office in planning, developing, and implementing projects within the Erasmus+ program, contributing to their objectives and developing diverse tasks.

Key Responsibilities:

- Creation of the graphic material for the company's marketing activities.
- Creation of the graphic material for the company's international projects activities
- Supporting other activities and multimedia production for the company's marketing activities and/or international projects.
- Managing timelines and internal tasks on project work to ensure timely delivery and high-quality outcomes.
- Initiating and leading Student Lead Projects (workshops and classes for students of Academia and/or high-school students).

This internship will give you:

- Knowledge and understanding of the principles of business processes and business communication
- Specialization in production techniques in a selected field of work
- Experience with work reflection and communication experience, analyzing the process and proposing improvements
- Ability for independent creation of graphics marketing material
- Understanding the workflow among different departments within the company
- improved knowledge in the field of graphic design/video production/photography and updated portfolio
- improved proficiency in the relevant software and other digital tools
- improved foreign languages – English

Required Skills & Attributes:

- Must be proficient in Adobe Creative Suite or other digital design tools.
- Knowledge of Google Workspace (Drive, Sheets, Docs),
- Preferably undergoing or has undergone a university master's degree or last year of a bachelor's degree or Ph.D. student
- Fluency in English, written and spoken – should be at least B2 level, preferably C1
- Additional language skills preferable
- Ability to take own initiative
- Eye for detail
- Client-focused