



Commitment	March 2017 – October 2017
Position Title	Intern
Reports to	Warren Clarke
Business Unit	Matchbox Productions

About Us	<p>Matchbox Pictures develops and produces scripted and non-scripted television programs and feature films for audiences throughout the world.</p> <p>Formed in 2008, and with NBCU acquiring full ownership of the company in 2014, Matchbox is one of the most dynamic production houses in Australia.</p> <p>With a diverse output, the business produces television drama such as The Slap, Deadline Gallipoli and Wanted, children's Programming such as Nowhere Boys, factual and entertainment content including The Real House Wives of Melbourne, Auckland and Sydney, as well as animation and feature films for the domestic and international marketplace.</p>
Role Summary/Purpose	<p>The Matchbox office intern is a position that primarily provides support to the entire Matchbox team, gaining exposure to the multiple different areas the business.</p> <p>You will be part of the Matchbox team working with some of the industry's best talent, through your role some of the areas you will be supporting, but not limited to, are:</p> <ul style="list-style-type: none"> • Scripted and Unscripted Television • Production • Creative writing • Legal • Office Management <p>Matchbox wants to create an opportunity which will give maximum exposure to the right candidate through offering a variety of work in a busy TV/ Film production company. If you are passionate about Australian content and Australian production, working as an intern for Matchbox Productions will not only educate and inspire, but is an excellent platform to create strong relationships with some of the best talent in the industry.</p>
Essential Responsibilities	The intern will be responsible on the following areas:

	<ul style="list-style-type: none"> • Providing support to the scripted and production departments • Completing script/book coverage • Proof reading • Research • Supporting the Office Manager
Requirements	<ul style="list-style-type: none"> • Proficient in MS Powerpoint, Excel, Photoshop, Final Draft • Detail oriented and organized, with exceptional prioritization skills • Able to work under pressure and tight deadlines • Ability to take initiative and work independently • Excellent communication and a great team player • Strong “Can do” Attitude

Please send your application to Campus2CareerApac@nbcuni.com
Applications close midnight 13th October.