

# John Eye Productions / Beach House Studios

## Intern Responsibilities

### Expectations:

- Beach House Studios is a small but growing project studio with a wide variety of projects from music, sound design, audio post production for film, to movie score composition.
- The intern will set a relatively routine schedule of when they will be available to work at the studio, and communicate any changes to this schedule.
- Commitment of at least 4 hours once a week.

### Possible Tasks:

- Downloading and organizing session files from clients in Pro Tools and Logic Pro
- Exporting stems from legacy sessions
- Prepping session files for a mix engineer
- Quality control checks on broadcast deliverables making sure they are within spec
- Helping to set up and break down mics for recording sessions
- Editing work in a DAW
- Managing curated playlists for BHS Radio
- Responding to client emails, and following up on CRM tasks with clients
- Emailing or transferring final file deliverables to clients
- Updates to company website
- Making sure clients are comfortable and have what they need to perform at their best
- Assist in recording sessions for soundtrack score composition

### Benefits to the Intern:

- Learn from an award winning mix engineer
- Expand knowledge on recording, mixing and mastering
- Gain experience in multiple DAW platforms
- Learn about acoustics, acoustic treatment, and soundproofing
- Expand connections in the recording industry
- Learn best practices for working in the industry with clients
- Gain access to recording industry specific business marketing online classes
- Be part of a growing business that will present new opportunities

*There is no guarantee of future paid employment, but as the business grows there is the possibility of assistant engineer positions opening up, and candidates may be selected from the intern staff pool.*