

GLOW RECIPE

Fruit-Forward. Clinically Effective. Glowing Skin.™

PHOTO & VIDEO CREATIVE PRODUCTION INTERN

GLOW RECIPE UNPAID SUMMER INTERNSHIP PROGRAM

- Position: Photo & Video Creative Production Intern
- Reports To: Creative Content Manager
- Ideal Start Date: ASAP, Spring or Summer 2024
- Location: Hybrid - has to be in-person when necessary
- Work Hours (*we prefer 2 full days at a minimum, a minimum of 24 hours per week*)
 - 3-4 half days (either morning or afternoons, hours have to be consecutive) or
 - 2-3 full days
 - Year-round: 9:30 am – 5:30 pm ET
 - Summer Fridays (Memorial Day to Labor Day): Monday through Thursday, 9 am - 6 pm ET, Friday, 9 am - 1 pm ET

It's Spring/Summer Internship Season and we're looking for beauty-loving, skincare-obsessed, detail-oriented interns to join our [unpaid Summer Internship Program!](#) An internship at Glow Recipe means you'll gain experience in the beauty field by working with a rapidly growing, skincare-focused startup!

[Glow Recipe](#) creates clean, fruit-forward, clinically effective skincare for glowing skin. We are a vegan, cruelty-free skincare line that pairs antioxidant-rich fruit with gentle, yet powerful actives to treat your skin based on its daily changing needs. We embrace real skin and are here to help you achieve your healthiest skin yet.

THE FINE PRINT

We're seeking motivated self-starters with a passion for beauty and skincare! Candidates must have excellent verbal and written communication skills; be analytical, and hard-working, have a positive attitude, and be a team player.

We're looking for a Photo & Video Creative Production Intern! This position provides a first-hand look into growing and operating a beauty brand with global retail partners. In addition to being an integral member of the content team, where all visual assets are designed and produced,

this role will see how teams work cross-functionally and hand-in-hand with the brand's Co-Founders.

- Assist Creative Content Manager with production tasks, including but not limited to,
 - Pre-Production
 - Casting (reach out & organizing casting decks)
 - Booking Studios & Locations for shoots
 - Booking Creative Partners (Hair, Makeup, Styling, Photo & Video)
 - Catering
 - Call Sheets/ROS
 - Coordinating Messengers
 - Ordering products/props/backdrops as needed
 - On Set Support
 - Supporting the crew & Content team with various needs as necessary
 - Shadow the team on still, video, and social media sets and help capture BTS content
 - Scheduling messengers for end-of-day pickups
 - Keep track of product inventory for shoots
 - Additional tasks:
 - Assist with compiling receipts & document shoot expenses
 - Research & present ideas & talent for future shoots
 - Assist in pulling references for production decks

APPLICATION REQUIREMENTS

Submit the following to HRconsultant@GlowRecipe.com

- Cover Letter
- Resume
- Portfolio of relevant work
 - Portfolio/website with relevant work (e.g., beauty, skincare photos, and videos, etc.)
- Availability (Start date/end date/hours of availability)
 - What's the earliest start date and latest end date you can intern?
 - What days and hours of the week will you be available to intern?
- Location: Based in New York City or close enough to commute to NYC to assist with events/photo shoots when needed
- Acknowledgement that you **(1)** can receive school credit for this internship and **(2)** meet the minimum number of work hours required

INTERNSHIP REQUIREMENTS/EXPERIENCE

The requirements listed below are representative of the knowledge, skills, and/or abilities required.

- ***Must meet the minimum of 24 working hours per week**
- ***Must be based in the greater NYC area or be able to commute to NYC on a regular basis**
- Candidates must be self-starters and have a passion for marketing, beauty, and skincare
- Excellent written, analytical, and communication skills
- Solid proficiency in Adobe Suite (Photoshop, Illustrator, Premiere, etc.)
- Solid proficiency in Google Workspace (Google Slides, Sheets, Docs, etc.)
- Hard-working, positive team player; flexible when business needs change

ADDITIONAL INFORMATION

- [About Glow](#)

Glow Recipe is an equal opportunity employer. All applicants will receive consideration for employment without regard to race, color, religion, sex, disability, age, sexual orientation, gender identity, national origin, veteran status, or genetic information. We will not have access to your personal Equal Employment Opportunity Commission information during the interview process. Glow Recipe is committed to providing access, equal opportunity, and reasonable accommodation for individuals with disabilities in employment, its services, programs, and activities. To request a reasonable accommodation, please let us know in your application or email us at HRconsultant@GlowRecipe.com