

## WE ARE HIRING | Production & Administration Intern

Elura Films offers an paid internship (50% - 100%) for three to six months (with possibility of extension to twelve months) starting from now.

Elura Films is looking for an intern that will be working on all aspects of production administration & back office.

### Responsibility Production

- Production paperwork & correspondence
- Create calendars for future productions and date forecasting.
- Coordinate equipments and rents
- Roll calls and set meetings for department executives
- Transports

### Responsibility Administration

- Filing & naming receipts
- Development backoffice
- Tender procurement
- Invoicing
- Correspondence

### Qualifications

- Excellent German & English skills. Spanish is an advantage
- Excellent communication skills
- Must have a driver License
- Must be able to multi-task while dealing with other duties
- Must be able to follow-up on tasks and information with precise accuracy and speed
- Must have experience with MS Word, Excel and Outlook, and some budgeting and scheduling knowledge.
- Must be motivated to work with a young international collective
- Can have experiecn with Adobe Creative Cloud (InDesign, Illustrator, Photoshop, Premiere Pro, After Effects)

### About Elura Films

Elura Films vision is to create powerful storytelling through video. As international team, we believe in the importance of embracing diversity as an essential component in the way we do business. Doesn't matter the project we handle, we look forward to awake senses and emotions without leaving behind the pursue of quality images that speak for themselves and find a place in the memory of the observer.

Co-Founders of Elura Films: Valeria Sanchez, Alain Noguez, David Ammon

### Contact us

contact: David Ammon

mail: [contact@elurafilms.com](mailto:contact@elurafilms.com)

phone: +41 78 726 66 57