**Robert Dalrymple Productions**

**COMPANY BIO**

We are a boutique TV Production company based in West Hollywood who produces numerous TV Specials such as Funniest Commercials of the Year on TBS and Super Bowl's Greatest Commercials on CBS. We also produce all of the episodes for Speed Channel Test Drive that airs on Speed Channel. Our shows have taken us all around the country and the world to exotic locations and each location brings both adventure and challenges to the production team. We have several shows that are in the development stage now as well as several shows that are in pre-production.

[www.robertdalrympleproductions.com](http://www.robertdalrympleproductions.com)

**DUTIES**

We are searching for an intern who is interested in TV Production and TV Development. This person should desire a career in the entertainment business and have an inquisitive mind, proactive nature and be problem solver. They must have strong communication skills (verbal, phone and written), be able to conduct themselves professional when dealing with network executives and staff and be willing to put in the extra effort when needed and without needing to be asked.

Duties will include:

- Basic Office Duties such as: Answering Phones, taking emails by dictation from the Executive Producer, filing, faxing, organizing files, mailing out DVDs
- Assisting with Accounting (entering bills, invoices, POs, etc.)
- Writing pitches and researching ideas to pitch to networks
- Occasional runs
If we are in production duties may include:

-Entering data into callsheets and schedules
-Contacting Crew and Vendors
-Booking equipment rentals
-Contacting locations/permit offices
-Responding to emails as needed
-Internet Research as needed

SCHEDULE

We are willing to work with your school schedule, but please note that our business hours are Mon-Fri 9:30AM-6:30PM. Ideally, we would like our intern 2-3 days a week for 3-6 hours each day depending on their availability and their interest in the company but the times and days are flexible.

Please let me know if you need any additional information or if this is enough for the listing. Thank you again for your help and I look forward to hearing from you soon, and maybe seeing one of your students in our office!

Best,
Nicole Snell
Manager of Production

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