

CAREER COUNSELING

Career counselors work individually with students to help explore and assess career interests, work values, skills, and personality and how they fit into the world of work. Students work with counselors to explore majors and careers and set goals regarding career choices. Counselors are also available to review resumes and portfolios.

EMPLOYMENT RESOURCES

Make an appointment for resume and cover letter writing, mock interviews, and general job search assistance. The following are the top three resources we recommend to find internship and job opportunities:

1) www.smc.edu/hiresmc

Hire SMC is a free searchable employer data base, like Indeed.com or LinkedIn, but it is just for employers seeking to work with Santa Monica College students. The following opportunities can be found on this website: Off-campus jobs, Internships & On-campus jobs

To access www.smc.edu/hiresmc:

- Click on “Student” and register.
- Your User ID is your SMC email address. You must include your full SMC email address (including @student.smc.edu). You will need to create a password.

2) www.linkedin.com

LinkedIn is a social networking website designed for professionals in all industries. By using it, you can begin networking and connecting with individuals in your field of interest. Recruiters use LinkedIn to hire college interns and employees. You can also reach out for mentors and feedback on your work. Make sure if you have a LinkedIn page it is dialed in and includes a link to your portfolio.

3) www.indeed.com

The #1 job site worldwide! Excellent resource for current positions. Search for internships, occupational research, and companies.

4) <https://www.mandy.com/>

5) <https://staffmeup.com/>

EMPLOYMENT OPPORTUNITIES TO CONSIDER

Producer, Director, Film/Video Editor, Corporate Audio Visual, Social Media Content Developer, Marketing, Production Assistant.

SKILLS NECESSARY TO BE A PRODUCTION ASSISTANT

- 1) Learn to edit video: list video editing software you know, and stay current.
- 2) Learn how to operate a camera.

- 3) Familiarize yourself with basic terminology of the industry.
i.e “cut,” “dolly,” “framing,” “story board,” and “wipe.”
- 4) Create a reel:
 - a. Highlight your reel in a branded portfolio:
Be sure to credit yourself and your work teams ie. writer, producer, director, cameraman, editor.

PORTFOLIOS/REEL

It is important to think about your portfolio from the very beginning of your educational experience, so you are not scrambling for content at the last minute. Portfolios demand a great deal of time and energy to create. Knowing that potential employers will see your work may help you think about classroom assignments differently.

1) Content

For a beginner in the field it is recommend for each project in your portfolio, that you include a brief summary of the project.

2) Portfolio host sites

Some recommended Portfolio Host Sites include:

- Cargo: <https://2.cargocollective.com/>
- Square Space: <https://www.squarespace.com/>
- Adobe Portfolio: <https://www.myportfolio.com/>
- Wordpress: www.wordpress.com

3) Sample Portfolios/Reel

Some examples of a portfolio w/reel is:

<https://nabelekm.com/off>

<http://dangiraldo.com/showreels>

ADDITIONAL WAYS TO BUILD EXPERIENCE

Designers are also independent businesses. You can reach out to your network and start freelancing to create designs for friends’ and family’s, personal and business events to build your portfolio and resume.

You can also build experience and build your network through some of the following activities:

1) Volunteering –

- a. VolunteerMatch is a great place to find and sign up for Volunteer Opportunities.
- b. Churches
- c. Local Theatres
- d. Reach out to other SMC departments/students to build demo reels for other students i.e. Acting, Dancing, Music

2) Clubs - Get involved in club activities and take an active role in the club activities. See the clubs available at Santa Monica College or learn how to start your own club at <http://www.smc.edu/icc>

- a. Consider Santa Monica College Urban Media makers West. Email them to see how to get involved smcmediamakers@gmail.com
- b. Make social media videos to promote your clubs activities.

3) Professional Associations - Join a Professional Association. Industries have Professional Associations where people can attend workshops and network. Most associations offer student memberships at low or no cost.

- a. NALIP (National Association of Latino Independent Producers) <https://www.nalip.org/>

- 4) **Class Projects** - Class projects count! Make sure you take an active role and are proud of your work so you can include your projects in a portfolio of your work.
- 5) **Website / Social Media** - Use your online portfolio as a business website by including a contact me section. Make sure your personal social media is cleaned up or set to private.
- 6) **Network!** – Volunteer at Film Festivals.
- 7) **Enter Film Festival Contests!**
- 8) **Do Internships!**
- 9) **Pursue Certifications**
 - a. Identify Certification requirements early to go after prerequisites
i.e. Society of Broadcast Engineers Certified Audio Engineer.

ATTITUDE

When working in film, employees are asked to start at the very bottom. Preparation and attitude will be a big differentiator between who moves forward and who does not.

RESUMES

Resumes are not a summary of everything you have even done. Resumes are a summary of the experience you have relevant to the position you are applying for. It is critical to review the job description you are applying for. Notice the skills the job posting is looking for. Highlight on your resume the skills that you have that correspond to the ones the posting is requesting. Limit your resume to one page.

- 1) **Find your interest:** Find an interesting job description
- 2) **Do you have the skills?** Dissect the job description to see what skills they are looking for
- 3) **Prove it:** Tell a story about a class project in which you applied the skills they are looking for, using the appropriate industry terminology
- 4) **Show it:** Outline those experiences on your resume in a clean, clear and fluid way (and then show the work in your portfolio)

Sample resumes are also included on the next page.

A full resume guide and some additional sample resumes are available at www.smc.edu/resume

First and Last Name

626.555.1212 | Los Angeles, CA | student@student.smc.edu

EXPERIENCE

The Corsair Newspaper, Santa Monica College 8/2016 - Present
Santa Monica, CA

Digital & Social Media Editor

- Research campus events and choose the most interesting events to highlight on the newspaper's YouTube, Instagram, Facebook, and Twitter accounts.
- Attend the events, conduct interviews, capture photographs, videos, and live streaming content for social media stories.
- Edit photographs and add captions for digital publication using Adobe Light room.
- Edit videos on Adobe Premier to prepare for YouTube publication.
- Reached out to Santa Monica Daily Press Editor in Chief and KCRW, to build relationships and pitch articles to publish in their media properties.
- Reach out to various staff in Departments on Campus to build relationships and produce content regarding their events and services.
- Actively follow the LA Times, NY Times and Hollywood Reporter on Twitter and subscribe to newsletters to keep up to date on current events.
- Submit articles and photographs to the staff graphic designer for layout design for on-line publication and social media posts.
- Provide click through rates of Corsair on Squarespace in order to obtain Press Passes to attend special events.
- Review click through rates on articles to evaluate the most popular subject matters.

KCRW Radio 8/2017
Santa Monica, CA

Intern

- Welcome guests that visit the station and help direct them to the appropriate areas for assistance.
- Check in the runner for the "Home Walk" Event and provide them with their registration numbers.
- Enlist the public participating in KCRW events to sign up for KCRW newsletter.

Eurostar Ltd – International Transit Company 9/2007 – 9/2013
London, UK

Full Time Employment - Operational Manager & Information Duty Officer

- Coordinate security for the British Royal Family and Olympic athletes, during the 2012 Olympics, for their travel from London to Paris.
- Emailed all parties involved in the travel arrangements to ensure a high level of confidentiality and security was adhered to.
- Coordinated alternate transportation for commuters when the railway was unexpectedly under repair.

Bermude Public Relations 9/2006 – 8/2007
Paris, France

Public Relations Assistant

- Wrote Press Release for the Gazelle Marathon, and e-blasted the release to the PR database including, magazine, newspaper, television and radio journalists.
- Checked in in guests for the Gazelle Marathon Pre-Event Fundraiser Gala.

EDUCATION

Santa Monica College

Santa Monica, Ca

Majors: Journalism, Broadcast Programming

Expected Dec 2018

School of Management and Communication 2008

Paris, France

BA in Communication & Marketing

Semesters Abroad:

- **University of Vitoria**
Basque Country, Spain
- **University of Playa Ancha**
Valparaiso, Chile

SKILLS

Writing

Social Media Content

Press Releases

Articles on News & Culture

Relationship Building

Adobe:

Premier, Lightroom, and Photoshop

Google Suite

Microsoft Office:

Microsoft Word, Microsoft Excel & PowerPoint

LANGUAGES

French, Spanish, English

PERSONAL

SOCIAL MEDIA

Instagram: xxxxxxxx

Twitter: xxxxxxxx

Facebook: xxxxxxxx

Vimeo: xxxxxxxx

PROFESSIONAL

SOCIAL MEDIA

Instagram/

Instagram Stories: corsairnews

Twitter: @The_Corsair

Facebook: The Corsair

YouTube: The Corsair

MEDIA PORTFOLIO

fgjnhxfggjsd

First and Last Name

626.555.1212 | Los Angeles, CA | student@student.smc.edu

SUMMARY

Experienced Digital Media Editor, developed a love for post-production editing, returned to school to learn the latest software. Extremely organized and detail oriented, team player that thrives in fast-paced setting. Looking to apply and expand skills through the ACE Internship.

EXPERIENCE

TW3 Entertainment, Santa Monica, CA *10/2018 – Present*

- Post Production Editor
 - “Black & White – The Richard Williams Biography” – Concept Trailer, 2019
 - “Dwgens” - 2 animated episodes
 - “Losopolis” - Live action/Animated movie promo, 2018

Freelance Digital Media Editor, Santa Monica, CA *2/2011 – Present*

- Post Production Editor
 - “Pariah”, Short Film, 2018 (Los Angeles Cine Festival Contestant)
- Assistant Editor
 - “Sunset Strip”, College TV Program, 2011
 - “Violet and the Undergove” – Short Film, 2011
- Photo & Video Restoration
 - Digitize VHS tapes and restore color correct picture and sound.
 - Scan and reconstruct damaged photos.

Santa Monica College, Santa Monica, CA *2/2018 – 8/2018*

- Post Production Editor
 - IXD Department - Marketing Video, 2018
 - Promo Pathways Department - Marketing Video, 2018
 - Cosmotology Department - Marketing Video, 2018

Zap Entertainment/Screen Slams, Los Angeles, CA *2/2016-6/2016*

- Post Production Assistant Editor
 - “Eddie the Eagle” – Featurette, 2016
- Footage Archive
 - Assembled press kit footage for movie promo creation.
 - Assembled red carpet footage for transcription and airing in foreign countries.
- Transcription
 - Transcribed footage for: The Game of Thrones, Harry Potter: Fantastic Beasts and Where to Find Them, The Walking Dead and Warcraft.

EDUCATION

Santa Monica College 2018
Santa Monica, CA

- Digital Media / Entertainment Technology, Associate of Arts
- Film Studies, Associate of Arts

The Art Institute 2011
Los Angeles, CA

- Digital Filmmaking and Video Production, Bachelor of Science

POST PRODUCTION

EDITING SKILLS

Digitizing & Archiving Footage

Transcription

Color Correction

Audio Dialogue Replacement (ADR)

Beginning Level Compositing

POST PRODUCTION SOFTWARE

Avid Certified

MPEG Stream Clip

Final Cut 7 & X

DiVinci Resolve

Adobe Creative Cloud:

Photoshop, Premier Pro, After Effects, Audition, Media Encoder, Lightroom

Job ID	5583616
Job Title	Milkt Films Intern
Job Description	<p>Milkt Films, a boutique production company located in Playa del Rey, is looking for an intern with an emphasis in post production and editing available for 2-3 days per week.</p> <p>Tasks will vary day to day and per experience but can include working closely with producers from pre-production through wrap, research, running errands, social media related tasks, various clerical tasks, transcribing interviews, media management, light editing, and opportunity to production assist on shoots. Adobe Premiere, Photoshop, and Avid skills a plus.</p> <p>Internship is unpaid, but we will provide a gas stipend.</p> <p>Position available immediately. Please send a cover letter and résumé to look@milktfilms.com with the subject "Intern" and check out our website at www.milktfilms.com</p>
Type of Job	Unpaid Internship
Job Location	Playa Del Rey, California 90293
Posting Date	07/23/2018
Expiration Date	10/19/2018

Job Requirements

Degrees Wanted	None Required
Majors Wanted	Any Major
Job Targets Wanted	Any Job Target
Special Skills Wanted	
Other Job Requirements	

Company Information

Company Name	Milkt Films, Inc.
Employer Web Site	http://www.milktfilms.com
Company Description	We are a boutique production company specializing in music videos, commercials, and other digital content.
Equal Opportunity Employer	Yes

Job ID	5715555
Job Title	INTERNSHIP - Spring Semester (unpaid)
Job Description	<p>FABRIK ENTERTAINMENT - Looking for interns for Spring 2019 Interns will work closely with our team to learn the ins and outs of scripted television development and production. By tracking submissions and researching current programming and development, interns will come to understand what goes into developing compelling scripted content. Interns will also participate in project-based learning as they create grids, pitch decks, and writer lists, mirroring the development process.</p> <p>Our interns assist with day- to -day operations of the company and provide input to the development branch. Tasks include but are not limited to:</p> <ul style="list-style-type: none"> - Reading incoming material and writing coverage - Updating the script submissions tracker - Updating research databases - Preparing additional development materials <p>This internship is unpaid and for academic credit only. Students must be able to provide confirmation of credit if hired. Start and end dates and internship hours are flexible to meet the needs and requirements of the student and university. Lunch is provided, please BYO laptop! Submit your resume with a *short* cover letter in the body of the e-mail to aouate_asst@fabrikent.com</p>
Type of Job	Unpaid Internship
Job Location	Los Angeles, California 90028
Posting Date	11/15/2018
Expiration Date	11/23/2018

Job Requirements

Degrees Wanted	None Required
Majors Wanted	Film
Job Targets Wanted	Entertainment - Film/Video; Entertainment - Radio/Television

Company Information

Company Name	Fabrik Entertainment
Company Description	<p>Fabrik Entertainment is a global development and production company helmed by CEO Henrik Bastin, run by Melissa Aouate, and supported by VPs Abbey Morris and Paul Hilborn. Fabrik was created to bring to life character-first programming that crosses genres, platforms, and cultures. Through being a part of Red Arrow Studios, Fabrik extends their reach from a traditional US production company to that of a top-tier financier and distributor both in American and International markets.</p> <p>Fabrik Entertainment's key television series include Emmy nominated drama THE KILLING (AMC & Netflix), BOSCH (Amazon), 100 CODE (WGN & HBO Nordic), THE COMEDIANS (FX), BURN NOTICE (USA), AMERICAN ODYSSEY (NBC), THE GOOD GUYS (Fox), and MY GENERATION (ABC).</p> <p>In addition to numerous projects in development, most recently Fabrik started production on season five of the hit show BOSCH for Amazon, based on Michael Connelly's bestselling book series and adapted by Eric Overmeyer, with Red Arrow serving as the studio. Season one of HBO Nordic's 100 CODE will now also air on WGN in 2018.</p>

Job ID	5548533
Job Title	Intern - Video Editing and Production
Job Description	<p>Evolution LA is a production and post-production house located in Santa Monica, CA. We are looking for an intern this summer between June and August. Students will get hands-on experience in video production and editing, learning important skills in the editing process such as how to prepare and work with footage in a professional setting, cutting together rough cuts of various projects, knowledge of codecs and delivery standards, as well as skills on set and familiarity with a professional video production for major studios and events.</p> <p>Responsibilities would include:</p> <ul style="list-style-type: none"> -Assisting with editors with VFX and graphics -Assistant editing duties such as preparing footage for editors, selecting music, graphics, and additional elements, exporting in correct aspect ratio and codecs, etc. -Attending and assisting on productions such as red carpets, promotional events, and EPK productions <p>Qualifications include:</p> <ul style="list-style-type: none"> -Interest in the entertainment industry and all aspects of video production, from concept to editing -Some experience with of Adobe Suite -Working towards Film/Video Production or similar degree <p>Internship is paid, school credit can also apply if needed. Schedule is flexible but 2 days per week required. Please provide resume, cover letter, and reel if available.</p>
Salary	\$12.00 per hour
Type of Job	Paid Internship
Job Location	Santa Monica, California 90401
Posting Date	06/18/2018
Expiration Date	06/28/2018

Job Requirements

Degrees Wanted	Associates, Bachelors, Certificate
Majors Wanted	Digital Media; Entertainment Promotion/Marketing Production; Film; Film Production
Job Targets Wanted	Communications - Radio, Television, Digital; Entertainment - Film/Video; Film/Video/Multimedia Production
Special Skills Wanted	
Other Job Requirements	

Company Information

Company Name	Evolution LA
Employer Web Site	http://www.evolutionla.com
Company Description	Evolution LA produces, edits, and creates EPKs, Promos, and many other creative and commercial services to major studios and independent clientele. We pride ourselves in our ability to know what our client wants and how to successfully deliver our product with satisfaction, speed, and confidence.
Equal Opportunity Employer	Yes

Job ID	5693566
Job Title	Post Production Internship
Job Description	<p>Do you have a dream of working in film and commercial post-production? Kickstart your career with an internship at Chimney LA!</p> <p>As a part of our team, you will learn the intricacies of the production and post-production process. You will have the opportunity to build relationships in the industry and gain hands-on experience as part of our talented staff. An internship at Chimney will strengthen your position to find employment upon graduation -- whether with us at Chimney or in the film and commercial industry.</p> <p>During the internship, you will be able to observe the workflow of an award-winning post house -- including the dynamics between artists and clients, and how the process unfolds from shoot through post-production and final finished product. You will learn the importance of client service by assisting with client sessions and making the office feel inviting. You'll be able to shadow our artists to see the technology and skills that bring our work to life. You must assist in maintaining the cleanliness of the office, run various production errands, and fulfill producer teams and client requests.</p> <p>The overall goal is for interns to gain a well-rounded understanding of how the post-production process works. Interns are expected to maintain an upbeat attitude, an eagerness to learn, and a desire to develop good rapport with the staff and clients.</p> <p>Internship Responsibilities:</p> <ul style="list-style-type: none"> • Provide assistance as needed in all components of post-production and production. • Follow office opening and closing procedures on a daily basis. • Assist sales team by uploading files to create reels to share with current and potential clients. • Assist office coordinator in lunch runs, stocking supplies and various errands • Maintain clean, organized and well-stocked office, kitchen and bathrooms. • Answer phones and transfer calls when necessary. • Run errands such as delivering client drives, purchasing supplies or equipment, food and other necessary items for a project. • Perform other duties as requested by staff to ensure all necessary tasks are performed in a proficient manner that adheres to the quality expected from the company. <p>Internship Skills & Qualifications:</p> <ul style="list-style-type: none"> • Valid Driver's license and reliable car required • Recent alumni, graduate and undergraduate students are all encouraged to apply • Degree (or in progress) in film related field preferred • Passion for post-production/film/digital arts/production • Proven problem-solving skills • Works well in a team and knows when to take initiative • Excellent written, verbal, organizational and communication skills • Great attitude, responsible, reliable, eager to learn and help • Perform various client service duties by catering to all client needs when they are in the office for sessions. • Assist producers by organizing files and receipts to ensure projects and expenses remain organized.
Type of Job	Part Time, Seasonal, Unpaid Internship, Volunteer
Job Location	Santa Monica, California 90401
Posting Date	10/27/2018
Expiration Date	03/31/2019
Company Name	Chimney LA, Inc.
Employer Web Site	http://www.chimneygroup.com
Equal Opportunity Employer	Yes