

Legendary is a leading global media company with film, television, digital and comics divisions dedicated to owning, producing and delivering innovative content to mainstream audiences with a powerful focus on the fandom demographic. In aggregate, Legendary Pictures-associated productions have realized grosses of more than \$10 billion worldwide at the box office. A trusted brand built on quality and authenticity, we create unmissable cultural event properties and breathe life into the most epic myths of our time

## **TV Production Internship**

### **Summary of Position:**

Legendary Television is currently seeking an intern to assist in the television production department. Prospective candidates will be working in a fast-paced department that oversees production of television shows in a wide range of countries and stages of completion. This is an opportunity to develop a working knowledge of the many stages of building/creating a television show: pre-production, production and later post production. The candidate would build insight into how a script takes shape and how all the pieces of the puzzle come together beyond script development and casting but towards budgeting, location scouting and production design. A candidate will learn and grow his/her understanding of the many layers that brings a television show to life.

### **Responsibilities:**

- Assist in tracking schedules and documents for shows currently in production
- Coordinating tracking grids for department organization
- Researching potential production crew candidates. I.e. Costume Designers, Production Designers, Director of Photography, etc.
- Assisting in managing call logs and answering of the department phones.
- Collaboration with all Legendary Television departments and staff on the show level on various needs of the production
- Reading of scripts and assisting in the breakdown of such scripts in order to track changes or developments

### **Requirements:**

- Working knowledge of Microsoft Office Suite i.e. Word, Excel, Outlook.
- Strong organization skills and attention to detail
- Strong interest in production and producing television
- Knowledge of Legendary Television content

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SAMPLE COVER LETTER – Entertainment Industry**

February 12, 2018

Esther Lee  
Human Resources Generalist  
Legendary Entertainment  
2900 W Alameda Avenue  
Suite 1500  
Burbank, CA 91505

Dear Ms. Lee,

I am extremely interested in the Legendary Television Production Internship that circulated by my Career Counselor at Carnegie Mellon University Heinz College, Maureen May. As a genuine fan of the original content that Legendary Television produces, I am confident I can assist with the many moving parts that bring a television show to life from idea to creation. I am a creative and ambitious candidate interested in contributing to and learning from a global media company that listens to and focuses on delighting their fans and feel Legendary is the best in class!

I am currently a graduate student at Carnegie Mellon University earning a Master of Entertainment Industry Management (MEIM). The program can be best described as an MBA specific for the entertainment industry. The program curriculum is developing my practical and quantitative skills through rigorous coursework in marketing, economics, finance, statistics, data analytics and management theory; and since I am at CMU, all classes lean heavily on teaching the latest technologies in business. The assets I can bring to the TV Production Internship include:

- Research, documentation and analysis skills utilizing various business and data software systems including expertise in Microsoft Office Suite: Word, Excel, Outlook
- Organizational skills, attention to detail and hands-on coordination experience gained through my off campus assistant job at Pittsburgh Film Office where I was responsible for oversight of the annual fundraising event: “Lights, Glamour, Action!”
- Strong interpersonal, communication and teamwork skills as well as relationship building ability honed through classroom group projects and past internships designed to expose me to entertainment industry professionals with high expectations for deliverables

I am eager to discuss my background and how it fits your fast-paced department. As an avid fan of shows like Colony, Lost In Space and The Looming Tower I know that Legendary prioritizes what its unique audience craves. As your summer intern, I can bring valuable insights to the team. I am ready to observe the exciting television puzzle and assist in piecing it all together.

Enclosed is my resume for your review. I welcome the opportunity to speak on the telephone or meet in person to further discuss the Television Production Internship at Legendary. Thank you for your consideration.

Regards,

Jane Doe