



Dear travelers, we are looking for a...

## **Office Management and Production Intern (f/m/d)**

The Great Wanderer is a creative studio and 3D production house headquartered in Berlin, Germany. Our team of cross-discipline creatives combines a wealth of experience to realize projects with an eye towards the future. With narrative at the heart of our work, we are constantly finding new ways to tell the stories of our clients.

### **Your Mission:**

- You will support our team in daily administrative tasks
- You will work closely with the Production Lead on all stages of production
- You will research and contact potential artists for our projects
- You will manage your own workflow effectively and respond to all daily queries and emails efficiently
- You will support the team to ensure production is running smoothly
- You will help with production-oriented tasks such as preparing content for Social Media, Briefs, Documents, etc.

### **Your Profile:**

- You are currently enrolled as a student in a relevant field
- You are available for a 3 to 6-month full-time internship (mandatory, as required by your studies)
- Highly organized with impeccable attention to detail
- Ability to develop your own workflows, problem solve and stay calm under pressure
- Excellent written and verbal communication skills
- You have proficient knowledge with Google Suite and Microsoft Office
- You are fully proficient in English; German is a plus

### **Your Benefits:**

- A high degree of responsibility and independence
- An inspiring work environment that values your individualistic thinking and creative input
- The opportunity to be part of a motivating, creative and international team with a common goal in mind
- The possibility to proactively shape a company

Do you want to join our exciting journey? Please send us your CV and motivational letter to:

**nana@greatwanderer.studio**