



TRILITH INSTITUTE

About the Trilith Summer Internship Program:

The summer Trilith Internship Program is a collaboration between Trilith Studios and the Trilith Institute, the educational arm of the Trilith Ecosystem. This semester-long work-study program is designed to integrate current students or recent graduates into Georgia's entertainment industry while providing resume-building experience.

Interns will learn transferable skills and gain real-world experience while building their careers in the Georgia film industry, all the while being a part of the Trilith ecosystem in the town of Trilith, giving students access to live and work alongside industry professionals across multiple companies in the industry.

Interns will spend the majority of their time working directly with the Trilith Institute and will be assigned a mentor from the Trilith Studios Operations Team for job shadowing opportunities. Each intern will have the opportunity to network across the full Trilith ecosystem, and attend all Trilith Institute events and programming.

Program Details:

- **Program Length:** One semester/10-12 weeks
- **Dates:** June 1, 2025 - August 31, 2025
- **Hours Per Week:** Up to 29 hours/week
- **Location:** Hybrid, in-person work performed in the Town at Trilith as required
- **Compensation:** \$15/hour + potential academic credit

Available Departments and Areas of Focus:

- Production
- Student Engagement
- Marketing
- Business Development/Operations

Job Responsibilities, dependent upon departmental assignment:

In addition to general administrative support, interns may be responsible for the following duties, depending on their area of focus or assigned department:

- Assisting with the development and creation of marketing or social media materials
- Help coordinate and execute educational tours for visiting schools and industry partners
- Contribute to the development and operations of Institute workshops, camps, and events

- Support with the coordination and execution of the [Trilith Institute Creative Excellence Fellowship Grant](#) and the [Trilith Institute Creative In-Residence](#) programs, as requested
- Assist with the implementation of Trilith Institute curriculum efforts
- Assist in building budgets for academic events, workshops, programs etc.
- Help coordinate and capture stills and/or video of all events, as needed
- Support with the production and operations of the Trilith Institute Talks podcast
- Performing research to build into strategic plans
- Other responsibilities, as assigned

Applicant Requirements:

- Applicant must:
 - Submit a resume and cover letter in which they explain which department they are interested in
 - Provide a letter of recommendation from a professor or faculty member
 - Be currently enrolled in your last year of an Associate, Bachelor, or Master's program at an accredited institution or recently graduated from such an institution.
 - Be available for at least 3 months - both virtually and in-person
 - Must be 18 years of age or older
- On occasions, availability for events outside of standard business hours might be requested (weekend workshops, evening events, etc)
- Self-starter with proficient writing and critical thinking skills, attention to detail, and ability to multitask
- Highly motivated and passionate about Film and Television
- Effectively work well within a team environment