



## Job Description

### POSTPRODUCTION INTERN (Part time)

#### COSTA RICA

#### 4-6 months / 20-25 hrs. a week

*The research intern will help the management team to grow the business and create new opportunities and clients. The ideal candidate will always represent FuturED and its ethos and professional mission.*

*FuturED is an online education platform, with enormous projections for the future. We have a great work environment; a lot of internal communication and we are focused on bringing quality education to anyone who speaks English and/or Spanish.*

*We seek that in addition to editing videos, the candidate is self-motivated, responsible, determined, focused on the objectives and willing to learn new tasks.*

---

#### Direct Reports

Interns will report directly to the Postproduction team leader

#### Job Description (included but not limited to)

The ideal candidate will be able to:

- Edit videos of courses and/or masterclasses held by FuturED: starting/ending plates, watermarks, titles, subtitles and captioning in English and/or Spanish.
- Work together with the postproduction team on technical needs
- Create promotional material if required

#### Person Specification

- All candidates must be current students at a recognized Costa Rican university
- The ideal candidate would have experience of at least 1-2 years in the use of video editing tools.
- Proactive attitude at all times
- Extreme attention to detail
- Flexibility with demanding work schedules
- Ability to work in a team effectively
- Fluid communication and reporting to members of the team and management
- Daily and weekly professional reporting to relevant direct reports or colleagues
- Support and quick response via email
- Professional attitude at all times, in all communications with internal and external members, stakeholders, management and clients
- Language skills that allow detection of errors and ability to identify and provide solutions in house
- Ability to read, understand and speak Spanish and English (intermediate to advanced level)

#### Desirable

- Knowledge of Da Vinci Resolve Version 17  
<https://www.blackmagicdesign.com/products/davinciresolve/>
- Knowledge/competency with Photoshop
- Intermediate/advanced knowledge of French will be an advantage.