



Internship Programme 2020

More than a one-off awards programme, the Asian Academy Creative Awards will be an ongoing Skills Development Programme that will leave a lasting legacy well into the future. The Asian Academy Creative Awards not only celebrates today's best but develops tomorrow's through an ever-expanding professional development programme.

Intern Curriculum

An insightful spectrum of Intern Modules will be implemented across a number of production disciplines, with engagement periods **ranging from 10 weeks to 12 weeks (subject to the minimum period requirements of the respective school/institution/universities)**. The intern course will be thorough, including a series of KPI's, task descriptions, expected learning outcomes.

1. General Production

Interns will gain valuable experience in the following areas under the supervision of the production team/event manager/CEO.

- Attending to customer enquiries and call for entries
- Design EDM and Marketing collaterals for events organized by the Company
- Collecting, organizing and managing nomination videos from production companies and television networks.
- Planning of event logistics
- Preparing nomination packages for judging panel
- Analysis of social media content and trends

Learning Outcomes

- Planning a Live Event for Broadcast TV or Online Live Streaming
- Venue management for broadcast TV or online live streaming
- Introduction to general production of live event

2. Pre Production

Interns will benefit from hands on activities under the guidance of production team

- Ensuring final nominated videos are acceptable quality standards and in correct formats
- Digitising, transcoding and converting videos in preparation for the post- production process.
- Logging video content
- Assist with Digital ingesting
- Watch entries and log key moments
- Music Library Track logging, selection
- Printing and collating Voice Over Scripts
- Assist with Voice Over Record Sessions
- Log the events and assist the Editor in creating highlights packages
- Assist the Digital producer to create short form content for web/online
- Attend the sound mix

Learning Outcomes:

- Basic Edit Skills on Premiere
- Ingesting content for digital editing systems
- Logging for Broadcast TV or online live streaming
- Music for Broadcast TV or online live streaming
- Graphics for Broadcast TV or online live streaming
- Short Form Content for online streaming/digital platform

3. Event Management

Interns will work under the supervision of the AAA Operations/Event Manager or the Awards Producer and Director. Areas of focus will be:

- preparing and design EDM/marketing collaterals
- Preparing Media Kits and Information Packs
 - Stage Management
 - Talent Co-ordination
 - Crew Co-ordination
 - Assisting on the Red Carpet
 - Assisting the Senior Producer
 - Assisting the Director's Assistant
 - Assisting the Teleprompt Operator

Learning Outcomes:

- Overview of how a major Live Event functions
- Roles and responsibilities on a major Live Event for TV Broadcast/ online live streaming
- How the Event and Broadcast work together
- Specialist aspects of a variety of Event Management roles
- How to run a Red carpet for a major Event
- Project Management - Events
- Servicing Sponsors and Stakeholders
- Working within deadlines
- The importance of attention to detail and preparation

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