



INTERNSHIPS

ABOUT ISAtv | International Secret Agents (ISA) is the premiere platform for celebrating Asian Youth Culture and it's global influence. Founded by **WONG FU PRODUCTIONS** (Filmmakers, 2.1 Million+ Subscribers), and **FAR EAST MOVEMENT** (1st Asian American group with #1 Billboard Chart Hit "Like a G6"), ISA strives to provide a destination to elevate Asian Pacific American artists, entertainment, community, and culture. ISA is comprised of two core elements: ISAtv, an online network of original content, and ISA Live! which consists of live concerts, charity events, and community workshops.



INTERNSHIP PROGRAM

We typically offer 3 types of internship positions: Video Production, Graphic Design, and Media Management. These positions are unpaid, but we can provide college and other benefits are available. In the following pages you will find more information on the positions mentioned above.

Now accepting applications for the internship period: June 2015 – December 2015

MEDIA MANAGEMENT INTERNSHIP

POSITION | Internship or Volunteer position (unpaid, college credit, other benefits available)

JOB DESCRIPTION | International Secret Agents (ISA) is seeking creative and self-motivated candidates to assist with operations and digital media for ISAtv. Participants will be exposed to an exciting and fast-paced work environment where they will be able to contribute to the growth of the company through event planning, content curation, media management, public relations management, marketing assistance, and operations administration.

These are unpaid positions. Scheduling is flexible, but maintaining some hours between Mon-Fri during daytime business hours is important. The position is best suited for someone who holds a strong interest and has experience in Public Relations, Digital Media, Marketing, Community Outreach, and Web 2.0 Culture.

BENEFITS | This position offers a unique opportunity for experience and participation with one of the fastest growing and most influential new media arts and events companies in North America. This will act as a great platform for networking and provide valuable experience for those aspiring to participate in the entertainment, online, concert/event, and new media career paths. Internship will start with a 1-month probationary period with the chance to extend upon review with opportunities to grow with company including contracted pay for work when/and if available.

DESIRED QUALIFICATIONS | An ideal candidate would possess the following skills and traits:

- Holds a Strong Interest in ISA Culture, New Media, and Entertainment
- Excellent Communication and Written Skills
- Strong Interest in Blogging
- Strong Ability to Meet Deadlines
- Proficiency in Microsoft Office, Excel, Google Docs, and related software
- Background in Website Coding
- Basic Knowledge of HTML, CSS, and JavaScript
- Familiarity of Databases and Wordpress Integration preferred
- Lives in Los Angeles County or can easily Travel to Los Angeles County
- Reliable Transportation
- Flexible Schedule
- Ability to Work as a Part of a Larger Team

*This position is open to applicants ages 18+ (you do not have to be a student to apply).

TO APPLY | Send cover letter, resume, website coding/design samples, and any other supporting material to Jobs@ISASTaff.com with "ISA Media Management Internship" in the email subject line.

International Secret Agents is an equal opportunity employer and encourages qualified candidates from all backgrounds to apply.

Questions? Contact Team at Jobs@ISASTaff.com

VIDEO PRODUCTION INTERNSHIP

POSITION | Internship or Volunteer position (unpaid, college credit, other benefits available)

JOB DESCRIPTION | International Secret Agents (ISA) is seeking creative and self-motivated candidates to assist with video production for ISAtv. Participants will be exposed to an exciting and fast-paced work environment where they will be involved with all facets of video production including storyboarding, researching, filming, editing, story research, and producing. Interns may also assist with maintaining and organizing company media archives.

These are unpaid positions. Scheduling is flexible, but maintaining some hours between Mon-Fri during daytime business hours is important. The position is best suited for someone who holds a strong interest and has experience in Video Production, New Media, and Entertainment.

BENEFITS | This position offers a unique opportunity for experience and participation with one of the fastest growing and most influential new media arts and events companies in North America. This will act as a great platform for networking and provide valuable experience for those aspiring to participate in the video production, online, concert/event, and new media career paths. Internship will start with a 1-month probationary period with the chance to extend upon review with opportunities to grow with company, including contracted pay for work when/and if available.

DESIRED QUALIFICATIONS | An ideal candidate would possess the following skills and traits:

- Holds a Strong Interest in ISA Culture, New Media, and Entertainment
- Excellent Communication and Written Skills
- Strong Ability to Meet Deadlines
- Proficiency in Adobe Premiere, Final Cut Pro, and/or Related Software
- Adobe After Effects Knowledge a Plus
- Final Draft Software Knowledge a Plus
- Lives in Los Angeles County or can easily Travel to Los Angeles County
- Excellent Interpersonal and Organizational Skills
- Attention to Detail
- Reliable Transportation
- Flexible Schedule
- Ability to Work as a Part of a Larger Team

*This position is open to applicants ages 18+ (you do not have to be a student to apply).

TO APPLY | Send cover letter, resume, examples of video production work, and any other supporting material to Jobs@ISASTaff.com with "ISA Video Production Internship" in the email subject line.

International Secret Agents is an equal opportunity employer and encourages qualified candidates from all backgrounds to apply.

Questions? Contact Team at Jobs@ISASTaff.com

GRAPHIC DESIGN INTERNSHIP

POSITION | Internship or Volunteer position (unpaid, college credit, other benefits available)

JOB DESCRIPTION | International Secret Agents (ISA) is seeking creative and self-motivated candidates to assist with graphic design implementation for ISAtv. Participants will be exposed to an exciting and fast-paced work environment where they will be able to contribute to the growth of the company through design work, artistic input, and operational assistance.

These are unpaid positions. Scheduling is flexible, but maintaining some hours between Mon-Fri during daytime business hours is important. The position is best suited for someone who holds a strong interest and has experience in Graphic Design, Web Design, Digital Media, Entertainment, and Web 2.0 Culture.

BENEFITS | This position offers a unique opportunity for experience and participation with one of the fastest growing and most influential new media arts and events companies in North America. This will act as a great platform for networking and provide valuable experience for those aspiring to participate in the entertainment, online, concert/event, and new media career paths. Position will offer a unique opportunity to build resume and portfolio with published professional content. Internship will start with a 1-month probationary period with the chance to extend upon review with opportunities to grow with company including contracted pay for work when/and if available.

DESIRED QUALIFICATIONS | An ideal candidate would possess the following skills and traits:

- Holds a Strong Interest in ISA Culture, New Media, and Entertainment
- Excellent Communication and Written Skills
- Strong Ability to Meet Deadlines
- Proficiency in Microsoft Office, Excel, Google Docs, and related software
- Background in Website Coding
- Basic Knowledge of HTML, CSS, and JavaScript
- Proficient in Adobe Creative Suite (Illustrator, Photoshop, InDesign, and Acrobat)
- Lives in Los Angeles County or can easily Travel to Los Angeles County
- Excellent Interpersonal and Organizational Skills
- Attention to Detail
- Reliable Transportation
- Flexible Schedule
- Ability to Work as a Part of a Larger Team

*This position is open to applicants ages 18+ (you do not have to be a student to apply).

TO APPLY | Send cover letter, resume, graphic design portfolio, and any other supporting material to Jobs@ISASTaff.com with "ISA Graphic Design Internship" in the email subject line.

International Secret Agents is an equal opportunity employer and encourages qualified candidates from all backgrounds to apply.

Questions? Contact Team at Jobs@ISASTaff.com

THE ISA TEAM

Previous ISAtv intern teams have organized and help execute the ISA Live! Conert Series (2008-2009,) ISA! Variety Game Show (Season 1 & Season 2,) Take Your Shot campaign, the Mobile Mix campaign (2014,) as well as all past and present ISAtv shows!

