

In-house Producer and Film Production Intern

Coproduction Office is looking forward to finding two new French and German-speaking colleagues

- an In-house Producer
- and a Film Production Intern (with the prospect of employment)

who are globally minded, result-oriented, with organizational skills, and have an interest in art-house cinema, to complete our team of ten people working in a dynamic and international environment.

COMPANY PROFILE (<https://coproductionoffice.eu/>)

Based in Paris and Berlin, Coproduction Office is an international distributor and producer of bold, award-winning films. Coproduction Office's founder Philippe Bober has worked with prominent ground-breaking directors from early on in their careers and has produced thirty-two films to date. The majority of these films were selected for the main competitions in Cannes, Venice and Berlin, where they have received major prizes, most notably the Venice Golden Lion in 2014 for Roy Andersson's A PIGEON SAT ON A BRANCH REFLECTING ON EXISTENCE, and the Palme d'Or in 2017 for THE SQUARE by Ruben Östlund.

YOU ARE:

- A native or fully fluent French or German-speaker with an excellent command of both languages.
- Capable of interacting with professionals across different sectors: film industry, public sector, finance and accounting.
- Able to demonstrate previous experience in the film industry.
- Precise, accountable and motivated, with attention to detail and meeting deadlines.
- Flexible, a problem solver with a proactive skill set.
- Proficient with Excel, able to manage budgets, you have a “head for numbers” and have an interest in finance/accounting (any legal training is a plus).
- Computer savvy and proficient in cloud-based applications and virtual workspaces.
- Interested in art-house cinema.

You will work together with our producers Marina Perales (Paris), Clemens Köstlin (Berlin) our CFO Riccardo Molteni (Paris) and our founder Philippe Bober (Berlin and Paris). Our current projects and productions are the upcoming films by Michelangelo Frammartino, Jessica Hausner, Susanne Heinrich, Ruben Östlund and Ulrich Seidl. These films are all at different stages, from early development, to financing, production, post-production, and festival premiere or distribution via our sales branch. Therefore you will be able to work over the entire creation process of a film.

JOB OUTLINE: JUNIOR PRODUCER

This role is full-time in Berlin or Paris and is initially a fixed term position (6 to 12 months), with the opportunity for a permanent role in the future.

YOUR ROLE WILL INCLUDE:

- Managing projects from A to Z, from early stages of development to the international premieres in A-festivals.
- Working closely with directors, scriptwriters, Coproduction Office's CFO, and Philippe Bober who oversees all productions.
- Defining the financing, budgeting and structure of the production.
- Supervising the legal aspects of international co-productions.

- Handling all financing applications and contracts including public funding, broadcasters, distributors, equity investors and tax rebate systems.
- Being the main contact for the co-producers and financing partners.
- Being in charge of recruiting and working with crew, overseeing casting processes, working closely with line producers for budget and cost controlling.
- Participating in the overall marketing and sales strategy together with the Coproduction Office international sales division.

CONDITIONS: According to experience
 Start date: According to availability

JOB OUTLINE: 6-MONTHS FILM PRODUCTION INTERNSHIP

This role is 6 months full-time in Berlin or Paris (or split between both), with the opportunity for a permanent role in the future as a project coordinator and/or junior producer

YOUR ROLE WILL INCLUDE:

- Researching for prospective finance, casting, coproducers...
- Collaborating in the creation of both content and visual presentations for funding applications.
- Coordinating funding applications and following up with funds, financiers, projects, banks and clients as well as performing other financial and coordination tasks.
- Assisting producers with research and coordination tasks during the different phases of the production process, script development, locations, casting...
- Monitoring and keeping an overview of film cashflow and budgets together with our CFO and our executive producers, and preparing cost reports.
- Participating in test screenings of our upcoming films, and contributing to the initial marketing plans

YOU WILL:

- Have the possibility of employment at the end of the internship and the opportunity to grow within the company (the company's current managers started as interns).
- Gain an insight into different aspects of the company (management, production and sales).
- Work in an international and multi-lingual environment, in a friendly and motivational atmosphere with engaged colleagues who bring commitment and camaraderie to their work.
- Obtain valuable experience from working with producers as well as with our founder Philippe Bober on the production of unique films.
- Experience up close how some of Europe's most original and accomplished directors approach their work.
- Gain an insight into the financing of these films in the countries where the company is active, France, Germany, UK and Denmark, which will provide you with good foundational knowledge of the process of financing and producing art-house cinema in Europe.

CONDITIONS: Paid Internship 850€ (Berlin) or 1000€ (Paris)
 Start date: According to availability

We look forward to receiving your resume and cover letter in English at staff@coproductionoffice.eu, indicating to which of the two positions you are applying.