



GRAND HANK

PRODUCTIONS INCORPORATED

P.O. BOX 23488 Philadelphia, PA 19143

Phone: (215) 247-1109 Fax: (215) 247-2439 Website: www.grandhank.com

Position: Web Designer Internship

Grand Hank Productions, Inc., the premier hip-hop and science multimedia company, is seeking an experienced, highly motivated web designer to redesign and upgrade existing website.

Recruitment Level: Junior and/or senior undergraduate students, recent graduates and/or graduate students also welcome.

Description: This is a semester internship in exchange for course credit.

Responsibilities Include:

Redesign existing website to further enhance Grand Hank Productions brand name
Brainstorming and creating interactive content layouts as well as graphics
Set up online catalog for company products and services
Set up online marketing campaign

Qualifications: Position requires enrollment in a degree program in art & design, computer technology or related field.

Experience Required:

Candidate must be proficient in Photoshop, Illustrator, After Effects, Flash, Frontpage, and working knowledge of HTML. Working knowledge of JAVA and Flash action scripting, experience in image correction, MS Word, Excel and Powerpoint.

Required Characteristics:

Dedicated, reliable, attention to detail, responsible, work independently and/or in group setting, good communication and organizational skills, self-motivated and creative. Must own or have access to computer.

Position Location: Philadelphia Area

Hours: Flexible Schedule

Application Period: Fall Semester 2009

Submit Resume To: Email: ghpiscience@aol.com

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Position: Cartoon Illustrator Internship

Grand Hank Productions, Inc. the premier hip-hop and science multimedia company, is seeking cartoon illustrators interested in gaining valuable experience as part of a team developing a new comic book series.

Recruitment Level: Junior and/or senior undergraduate students, recent graduates and/or graduate students also welcome.

Description: This is a semester internship in exchange for course credit.

Responsibilities Include:

Participating in the following areas; Brainstorming ideas to increase impact of new comic series, storyboarding, character design, coloring and inking.

Internship Outcomes

Students will learn the process of developing a comic from concept to publishing. In addition to understanding the process of taking a printed script and converting it to picture pages. Overall, this internship will provide students with hands on experience on what is required to break into the hard to penetrate comic book industry.

Qualifications: Position requires enrollment in a degree program in art & design, computer technology or related field.

Experience Required:

The ideal person for this position must have proven illustration skills and experience in story boarding and using the latest illustrating software programs.

Required Characteristics:

Dedicated, reliable, attention to detail, responsible, work independently and/or in group setting, good communication and organizational skills, self-motivated, creative and must enjoy the hip-hop culture. Strong understanding of Illustrator and Photoshop, Background in science a plus, but not required.

Position Location: Philadelphia Area

Hours: Flexible Schedule

Application Period: Fall Semester 2009

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Position: Graphic Designer/Illustrator Internship

Grand Hank Productions, Inc., the premier hip-hop and science multimedia company is seeking an experienced graphic designer to re-design science lab book of experiments. In addition to designing and laying out a new hip-hop children's comic books for publishing in print and online.

Recruitment Level: Junior and/or senior undergraduate students, recent graduates and/or graduate students also welcome.

Description: This is a semester internship in exchange for course credit.

Responsibilities Include:

To design and layout books for print and online
To develop projects from existing concepts and content
Brainstorming, storyboarding, illustrating, graphics and layout
Developing hip-hop and science cartoon characters for comic book

Qualifications: Position requires enrollment in a degree program in communications, art & design, multimedia, computer technology or related field.

Experience Required:

Candidate must be highly proficient in both Windows and Mac platform based software including: Graphic Design: Photoshop and Illustrator. Desktop Publishing: Quark Xpress and PageMaker. Web Design: HTML (basic), Dreamweaver and Flash.

Required Characteristics:

Dedicated, reliable, attention to detail, work independently and/or in group setting, good communication and organizational skills, self-motivated, creative and must enjoy the hip-hop culture. Must own or have access to computer.

Position Location: Philadelphia Area

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Position: Television Script Writers

Grand Hank Productions, Inc. the premier hip-hop and science multimedia company, is seeking experienced script writers for television series.

Recruitment Level: Junior and/or senior undergraduate students, recent graduates and/or graduate students also welcome.

Description: This is a semester internship in exchange for course credit.

Responsibilities Include:

- Brainstorming on ideas to increase impact of series
- Review existing scripts
- Research and develop background information
- Storyboarding of concepts
- Prepare final script for use in the series

Qualifications: Position requires enrollment in a degree program in art & design, computer technology or related field.

Experience Required:

Candidate should possess a strong understanding of scriptwriting and storyboarding in addition to working with the latest scriptwriting software.

Required Characteristics:

Dedicated, reliable, attention to detail, responsible, work independently and/or in group setting, good communication and organizational skills, self-motivated, creative and must enjoy the hip-hop culture. Background in science a plus, but not required. Must own or have access to computer.

Position Location: Philadelphia Area

Hours: Flexible Schedule

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Position: Administrative Assistant

Grand Hank Productions, Inc., the premier hip-hop and science multimedia company, is seeking experienced, highly motivated Administrative Assistants for its educational projects .

Recruitment Level: Junior and/or senior undergraduate students, recent graduates and/or graduate students are also welcome.

Description: This is a semester internship in exchange for course credit.

Responsibilities Include:

Data entry, filing, mailing, letter writing, answering phones, scheduling, note taking and online research, in addition to typing memos, proposals and letters, as well as helping develop presentations.

Experience Required:

Excellent communication skills (i.e. writing, speaking and note taking), proficiency in Microsoft Office products, especially PowerPoint, Word and Excel; Minimum typing 45 WPM.

Required Characteristics:

Dedicated, reliable, attention to detail, responsible, work independently and/or in group setting, good communication and organizational skills, self-motivated and creative.

Position Location: Philadelphia Area

Hours: Flexible Schedule

Application Period: Fall Semester 2009

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Position: Receptionist

Grand Hank Productions, Inc., the premier hip-hop and science multimedia company, is seeking an experienced, highly motivated Receptionist to help assist with office duties.

Recruitment Level: Minimum of a high school diploma or equivalency diploma, Junior and/or senior undergraduate students, recent graduates and/or graduate students are also welcome.

Description: This is a semester internship in exchange for course credit.

Responsibilities Include:

Answering phones, taking messages, filing, greeting guests, scheduling meetings, duplication of documents, mail preparation and handling, typing letters, as well as other basic office duties.

Experience Required:

Excellent communication skills (i.e. writing, speaking and note taking), organizing and prioritizing, must be proficient in Microsoft Office products, especially PowerPoint, Word and Excel; Minimum typing 45 WPM.

Required Characteristics:

Dedicated, reliable, attention to detail, responsible, work independently and/or in group setting, good communication and organizational skills, self-motivated and creative.

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Position: Video Editor/Graphic Designer Internship (2 positions)

Grand Hank Productions, Inc. the premier hip-hop and science multimedia company is seeking a video editor/graphic designer to prepare an existing television series for video and Internet distribution.

Recruitment Level: Junior and/or senior undergraduate students, recent graduates and/or graduate students also welcome.

Description: This is a semester internship in exchange for course credit.

Responsibilities Include:

Review and log existing TV footage, Review existing footage and make edits accordingly
Add sound and special effects where appropriate, Insert new show opening and closing into series episodes, Create video CD-ROM and/or DVD, Design covers for video and CD jackets
Create video streaming for web

Qualifications: Position requires enrollment in a degree program in communications, art & design, computer technology or related field.

Experience Required:

At least 1 year + experience in non-linear editing, Good video production skills - shooting & editing, for television and corporate promotional videos, Good working knowledge of high-end editing equipment and software for digital formats, Strong understanding of the editing software Final Cut Pro, Strong creative sense of graphic design (i.e. color, composition, typography). Strong understanding of Graphic Design software (Adobe After Effects, Photoshop & Illustrator, Page Maker) MacroMedia Director/Flash a plus.

Required Characteristics:

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