



Production Internship

Part-time, Voluntary, Fixed-term.

Job title:

Production Internship

Hours:

Part-time – 16-24 per week

About us:

Voice Talent Online is a provider of international voice-over services, helping global brands achieve their creative goals. Our producers work with a network of hand-selected voice actors, translators & linguists to produce very high-quality multimedia with fast turnaround. Join our team and gain valuable experience in the exciting and dynamic world of audio production.

Location:

At our office & studio in Gravesend Kent @ 52 Bath Street, DA11 0DF.

About the role:

Gain practical skills and exposure to the latest industry techniques with our dynamic production internship. Work alongside experienced professionals and launch your career in audio or video production. Perfect for final-year students seeking hands-on experience. Apply now.

Responsibilities:

May include:

- Cast / recruit voice talent.
- Book / schedule voice talent to record.
- Set up, calibrate & sound-check equipment.
- Direct recording sessions – in-person / remotely via video conference.
- Live QA with on-site recording sessions (assistant directing).
- Edit audio (file-split, re-name, synchronise, EQ, normalize, compress, etc).
- Maintain excellent record-keeping.
- Liaise with Sales.
- Research.
- Maintain excellent record-keeping.



- Data collation.
- Day-to-day business admin / office maintenance.
- Prepare reports.
- Other tasks as may be required.

About you:

Good ears.

You are studying towards an Audio Production qualification and/or possess 1+ years' experience in an Audio Production role.

Ambition to forge a career in Audio Production.

Working knowledge of an edit package such as Audition (preferred).

Fast typist with good experience of Microsoft 365.

Enthusiastic, positive person.

If you are bilingual, a second language would be useful but not essential.

Other info:

Please provide full academic history, qualifications and employment history.

A reference may be requested.

Other benefits:

- On-site parking
- Casual dress

Reference ID: Production Internship.

Salary:

N/A.

Applications:

Submissions by email to jobs@voicetalentonline.com.