



Internship Agreement

Dear Intern,

We are so glad that you chose to join our team for your internship. We are looking forward to our time with you, and to helping you grow and develop in your skills within the film industry.

We have a few expectations and notes that we want you to be aware of before officially becoming a Think Branded Media intern. Please review the following information, fill out the form, and we will sign together at the end! If you have any questions, let us know.

Section 1: Need to Knows!

1. Communication is a TOP priority

Your Schedule:

We will be establishing a schedule with you of when you're able to be at TBM. The life of this agreement is three months. After three months we will re-evaluate/re-draft your agreement if you wish to stay longer with us. Once a schedule is agreed on and signed, that will define the length of your internship as well as the hours and days we will be expecting you in the office. If you need to adjust your schedule at anytime make sure to discuss that with your intern director. We also ask that before your internship comes to a close that you would provide us with a two weeks notice via email. This allows us to help you wrap up any projects we have assigned you.

Late Policy:

If you're running late for any reason or you cannot come in to the office or to a shoot you are scheduled to be on, please let us know ASAP. We work on a 3 strike system and strikes can consist of the following:

1. *Constant lack of communication and tardiness.*
2. *No show to the office or a shoot you're scheduled to attend.*
3. *Constant lack of communication on projects you need help with resulting in missed deadlines and/or projects that do not meet required standard.*

If you were to get a strike, you would then have a meeting with your intern director about what happened, and how we can fix it moving forward. We do understand that life happens and mistakes are made, but that does not negate communicating before hand if you are able to or as soon as you can.

Assigned Work:

We run a very fluid operation which means that priorities and focus can change rapidly and frequently. Be aware that you could be asked to shift task focuses at any time, even in the midst of your current task. We will assign you tasks weekly that are a part of the projects we are currently working on, and/or tasks that we also deem important for you to learn during your time with us. If you are assigned a project by anyone on the TBM team, we will set you up for success by providing our expectations and a timeline of completion. If you have ANY questions, ASK! We would so rather be able to teach you in that moment than for you to be confused and running behind on a task. The same goes for if you have completed all of your assignments and are looking for new tasks, ASK! Asking questions is how you learn.

If we are busy and need a little time to get back to you, feel free to work on homework or other personal projects.

Your learning goals:

In this agreement you'll be asked what your desired learning outcomes are. Please be as thorough as possible. We will schedule a once monthly 1-hour meeting with a member(s) of the TBM team to teach you, help you develop your skills, and answer any of your questions. This hour is fully dedicated to you, so come prepared.

Always feel free to ask questions in passing or via email concerning your learning objectives, but just know we may not be able to get back to you quickly. This is why we make sure to provide you this dedicated hour.

School required time and information sheets:

If your school requires you to fill out a time sheet detailing your hours, what you're learning, etc. Please make sure you stay on top of this with your intern director. We are happy to provide any and all information requested by your institution, but we will not be responsible for reminding you to do it. Lack of planning on your part does not constitute an emergency on our part.

Your TBM email address:

You will be provided an email to be used solely for all things related to TBM, and the password we provide is not to be changed. This email will be used for projects, calendar information, services you sign up for regarding TBM, any updates from the TBM team, etc.

2. We love our calendar**Your Schedule:**

We will be adding you to our main calendar. We will add your schedule to the calendar and teach you how to input information into that calendar regarding your schedule and tasks.

Our Schedule:

We input due dates, tasks, shoots, meetings, and all other important things on our calendar. Here you will find our individual schedules as well as times and addresses of shoots we are going on. If you have a question about anything scheduled please refer to the calendar first, if you cannot find it on the calendar then please reach out to your intern director.

3. Payment & Company card transactions

What we pay:

This is a non-paid internship. However, there are some cases in which we will be able to pay you.

1. *Assisting on a shoot. When you assist us on shoots we may ask you, if it's within the budget for that project, to send us an invoice for your time at a price we deem appropriate.*
2. *Reimbursement. We will reimburse you for your gas when you are assisting on a shoot. Also, in the unlikely event we ask you to buy something small that is needed for a shoot or the office, we will reimburse you for what you spent.*
3. *Edits. There may be projects, that if we feel you are capable of working on it, we can hand off to you and pay you, if it is within the budget for that project, to complete.*
4. *We may treat you to lunch sometimes too!*
5. *On set, if you break it you buy it. We can work out a payment plan with you if need be. We encourage you to be very careful and aware so that this doesn't happen.*

Company card etiquette:

This is mandatory. If you are given the company card to pay for something we ask that you always get a receipt. Please take a clear and close picture of the receipt immediately after you get it. Send this picture to Daniel and Beau via email with a subject line that details what the charge was for and the date.

4. Equipment loans

Equipment loan policy:

We have a vast storage of equipment that we don't mind loaning out if you'd like to practice on something. We have an Equipment Loan Agreement that we would have you review and sign if you wish to borrow something.

These policies are in place to protect the Think Branded Media Business and so that you are aware of our expectations. You may be an intern with us, but we would be doing you a disservice to treat you differently than we would treat one of our team members. We consider you a part of our team and therefore depend on the commitments you make to us in this agreement.

Section 2: Let's decide on a schedule!

1. Please list the days and times which you are able to be here.

Monday: ___am - ___pm or I'm off this day
Tuesday: ___am - ___pm or I'm off this day
Wednesday: ___am - ___pm or I'm off this day
Thursday: ___am - ___pm or I'm off this day
Friday: ___am - ___pm or I'm off this day

For those of you who would like to be here everyday, we do encourage you to take at least one day off a week for schoolwork, family, friends, etc. You're not a part of the full-time work world yet, so make sure to enjoy your own time also! If you need a more minimal schedule, that is fine too. We only ask that at the very least you are here two days a week or no less than 4 hours per day you are here. Note, our time parameters do not apply to the hours your school may ask you to fulfill in an internship

2. If you are aware of any days you plan to be gone please list them here. (month and date range please)

If you have anything come up that is not listed here, please try to give us 48 hours notice if it conflicts with the time you have scheduled to be here.

3. Do you have a projected end date for your internship with us? If no, leave blank (month and date range please)

4. Do you have your own laptop? (Please circle) Yes No

5. How confident are you in using the Adobe Creative Cloud programs? (Photoshop, Illustrator, Premiere Pro, etc. Please circle. If different proficiency for particular programs please note that.)

Very Somewhat Not at all

6. Do you have a portfolio of your work we can see? (Website, Vimeo, YouTube, etc. Please list URL's or handles)

Section 3: Tell us more about you!

1. We would love to follow you on social media! What are your tags and/or channels?

IG:

FB:

YouTube:

Other:

2. What are your desired learning outcomes? Please be as detailed as possible.

Section 3: Do we agree? Let's sign!

If you choose to sign this agreement you are agreeing to the expectations and schedule listed above. When we sign, we are committing to once monthly 1-hour meeting with you to help you achieve your goals. We are also acknowledging that we verbally covered this contract with you and answered any questions you may have concerning what we have stated here.

Please circle your main internship focus:

Marketing

Video

Business operation and producing

Agreement Signatures

Intern signature

Name printed: _____

Name signed: _____

Internship date range: _____

School you attend: _____

Date: _____

Think Branded Media Executive

Executive 1 name printed: _____

Executive 1 name signed: _____

Executive 2 name printed: _____

Executive 2 name signed: _____

Date effective: _____

Date of re-evaluation/termination: _____

Section 4: Welcome to the team!

We are so excited to welcome you aboard the Think Branded Team. We truly believe in spreading our knowledge of this industry to the next generation of creatives! We have every confidence that you will learn a lot from this internship and your experiences with us. We are also confident that we will learn a lot from you in your time with us!

We admire and applaud your choice to take an internship where you can learn real world applications of this industry to compliment your studies. That is truly the best way to have a rounded and complete education in any field. We look forward to seeing what you achieve in your time with us and in your future!

Welcome to Think Branded!

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