



About Us

[Conscious Universe Productions Incorporated](#) with offices in St. Paul, Minnesota and Denver, Colorado is a cooperatively run and community owned Radio, Television, Internet, and Live Event Production and Management Public Benefit Corporation with the sole purpose of insuring that grassroots related, community enhancing, and independent productions with the purpose of expanding human consciousness become a reality.

Certified to meet rigorous standards of social and environmental performance, accountability, and transparency, the team of content creators, educators, writers, digital artists, animators, filmmakers, designers, event experts and other production related professionals band together to engage the mission of reviewing potential media projects to deem them necessary for the public to experience.

CUP sanctioned projects are presented to different independent producers who work to ensure that some piece of initial media is produced to represent the project's core while largely remaining in the hands of the creators.

Position Description

Database and Records Management Interns are responsible for maintaining all records and relative databases associated with the Operations and Logistics of CUP facilitated media projects. Under the guidance of Task Coordinators from our Providence Team, they will work to ensure that the information related to tasks are recorded and maintained in accessible databases that serve as a critical knowledge for project associated Pre-Production, Production, and Post-Production Units. Records and databases which they will help design and store will be both physical and electronic.

Responsibilities:

- Assist Providence with design and creation of various recordkeeping procedures and databases
- Provide Admin support as necessary (correspondence, travel arrangements, etc.) to Providence Team Members
- Assist Providence Members and members of and other Teams with meeting and event planning and preparation
- Maintain Unit Workflow Records
- Attend Providence and other Team Meetings and serve as Historian and Secretary

Desired Skills and Experience:



- Bookkeeping and light Accounting
- Some experience working with Teams or Boards
- Good professionalism, verbal, written, listening and communication skills
- Well organized with strong time management skills and must be detail oriented
- Possess a cell phone, transportation, and personal computer

All Internships are joint ventures between Conscious Universe Productions and [Brian Hewlett LLC](#), KEW Entertainment, and The Shroom Garden Universe. For more information contact us at: interns@consciousuniverseproductions.com