



## 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

Executive Assistant Interns are responsible for providing direct administrative support to the Executives of CUP and their associated project Creators. These positions work with members of the Providence Operations and Logistics Team as they provide clerical and liaison support for all Executives of the Company and its Board Members. A large portion of this Internship will be providing support for the Intern Program.

### ***Responsibilities:***

- Assist Providence Team with coordinating events that involve Executives
- Maintain records of meetings, correspondences, location and other activities involving Executives
- Manage and maintain schedules for Executives
- Serve as first point of contact for Executives' Offices
- Oversee and Document Administrative CUP Policies & Procedures
- Analyze relevant information and prepare reports for Executives to perform in pitch meetings and other presentations
- Coordinate finances and assist with budgeting for Executive activities
- Interact with various entities requiring information about CUP and its Executives such as the Secretary of State Offices and Universities associated with Intern Program



- Serve as liaison and public relations agent for CUP Executives when public statements are necessary
- Perform other duties relative to executives as assigned

***Desired Skills and Experience:***

- Understanding basic administrative role
- Possess some experience in record keeping, accounting or finance
- Some experience working with Teams
- Strong portfolio of working with presentation preparation and relevant software to produce data related graphics such as MS Excel, MS PowerPoint, Prezi, etc.
- Experience representing others with various audiences
- 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](mailto:interns@consciousuniverseproductions.com)