



***So, you would like to intern at Dubway Studios?***

Dubway Studios' internship program runs for 4 months.

Dubway requires interns to work a minimum of three, 8-hour shifts per week. Monday through Friday there are 2 shifts; a morning shift and an evening shift. The morning shift begins no later than 8AM and ends at 4PM while the evening shift begins at 3PM and ends at 11PM (or whenever the last client-attended session of the night finishes). On the weekends, there is a single shift, 10AM to 5PM. However, this shift fluctuates based on the session schedule, so it could potentially require an earlier start and a later finish.

On top of the weekly shifts, interns are required to assist on a minimum of **TWO** Mezzanine sessions per month. This is organized by the General Assistants. If you do not volunteer, the General Assistants will randomly assign them to you.

Our experience dictates that ALL successful interns demonstrate the following traits:

- They are respectful and able to work as part of a team.
- They have a strong work ethic and a natural understanding of studio etiquette.
- They are punctual, responsible, honest, and polite.
- They are able to multi-task in a high-pressure environment.

If you have a strong desire to learn and a great attitude we can help you gain real life studio experience and a great set of references. If the internship is a resounding success, candidate can be offered a paid general assistant position, provided we have a slot available. If no slot is available the successful intern will be placed on call for paid coverage of any general assistant absence and will be placed on a waiting list for a paid position.

The details:

**General responsibilities include:**

- Cleaning the studio and keeping it clean
- Running errands
- Answering phones and door
- Making coffee/ordering food/setting up studio for meals, etc.
- Setting up recording gear and instruments
- Being ready, willing and able to do anything and everything to help sessions run smoothly, and to assist all studio staff

**Studio specific responsibilities include and are in no way limited to:**

- Setting up and breaking down sessions including full band, ISDN and VO
- Backing up and restoring session data from server storage or tape
- Burning and labeling client data and audio CDs/DVDs
- Using soldering equipment to repair studio gear
- Gaining thorough comprehension and experience with mic set up and signal flow in all rooms
- Gaining thorough comprehension and experience with headphone set up and talk back in all rooms
- Learning how to route and set up video in all rooms, including Quicktime Movies and Live Feeds
- Learning how to use an assortment of analogue tape machines to transfer data into Pro Tools
- Understanding MIDI signal flow and set up MIDI keyboard in every room
- AND MUCH, MUCH MORE!

**To apply**, send cover letter, resume & references to [gas@dubway.com](mailto:gas@dubway.com)

**Internship Applicants who do not follow the proper application protocol will have their entries disregarded. Attention to detail is VITAL!**