

## 6 Month Paid Internship with possible further employment

### Coproduction Office is looking forward to welcome a German-speaking Production and Business Affairs Intern

By: Coproduction Office  
Business sector: Film industry, High End Gastronomy  
Field of expertise: Film production, Cinema and Restaurants Company  
Location: Berlin  
Paid Internship: Yes, amount depending on profile, career progression possible  
Duration: 6 months, full time  
Start date: according to availability

#### COMPANY PROFILE

Based in Paris and Berlin, Coproduction Office is an international distributor and producer of bold, award-winning films. We are looking for a globally-minded colleague, who has organizational skills, is result-oriented and has an interest in art-house cinema, to assist our founder and complete our team of 12 people, working in a dynamic and international environment.

Coproduction Office's CEO and founder Philippe Bober has worked with prominent ground-breaking directors\* from early on in their careers and has produced thirty-two films to date (including SUZHOU RIVER by Lou Ye). The majority of these films were selected for the main competitions in Cannes, Venice and Berlin, where they have received many major prizes, most notably the Venice Golden Lion in 2014 for Roy Andersson's A PIGEON SAT ON A BRANCH REFLECTING ON EXISTENCE, and the Palme d'Or in 2017 for THE SQUARE by Ruben Östlund.

Coproduction Office's international sales division distributes a catalogue composed of films produced by Philippe Bober as well as acquired titles and restored classics, including Roberto Rossellini's key films. The catalogue is unique for its artistic strength, with films that have an individual and distinctive cinematic language, and often daring content.

Its sister company Briefmarken Weine is one of Berlin's best wine bars, focusing on artisanal and natural wines paired with authentic Italian bistro cuisine. Coproduction Office is now connecting its know-how in both fields in a unique project: a premium cultural space combining a four-screen arthouse cinema, an exhibition venue, ambitious restaurants and a wine bar, located in Berlin's city centre in an iconic listed building.

\*Lars von Trier, Roy Andersson, Ulrich Seidl, Jessica Hausner, Lou Ye, Kornél Mundruczó, Cristi Puiu, Michelangelo Frammartino, Carlos Reygadas, Ruben Östlund.

#### JOB OUTLINE

You will assist our founder Philippe Bober and the company CFO Riccardo Molteni with the development of our activities (film production and gastronomy) with:

- Participate in the budgeting and reporting tasks related to film production and gastronomy
- Coordinate tasks and to-do lists on the cinemas and restaurants ventures of Coproduction Office
- Supervise the administrative processes of the film production and gastronomy venture
- Lead researches for the launch of a new venture
- Scheduling (and occasionally attending) meetings with international partners of various fields (cinema – both clients, suppliers and partners at executive levels -, Food & Beverage business, Architecture business, financiers, and more). Making so that the best of every business meeting is achieved: complete preparation, logistics, recording, transcriptions, to do lists and coordination and implementation of the follow ups

- Interact with all the departments of Coproduction Office
- Participation to test screenings of our films
- Dealing with Philippe Bober's correspondence and logistics

**YOU ARE:**

- A native German speaker with an exquisite command of English and possible Italian or French (written and spoken)
- Passionate of cinema and gastronomy
- Professional in every circumstances
- Proficient with Excel (and, if possible, with project management tools)
- Proficient in writing memorandums
- A To Do Lists lover
- Both analytical and synthetical
- Able to demonstrate previous experience, or interest in project management, organization of complex meetings, and in the film industry / architecture / gastronomy
- A perfectionist, with attention to detail and meeting deadlines
- Eloquent and have social skills, are capable of interacting with professionals in different sectors: film industry, public sector, artists
- Flexible with a proactive skill set
- Computer savvy and proficient in cloud-based applications and virtual workspaces
- Flexible in terms of working hours (taking part to business dinners, meetings over the weekend and travels will be required if after completion of the internship later the work turns into a position)

**YOU WILL:**

- Gain an oversight on different aspects of the company, including sales, partnerships, finance, gastronomy and film production
- Work in a multi-lingual environment, in a friendly and motivational atmosphere with engaged and international colleagues who bring commitment and camaraderie to their work
- Obtain valuable experience from working with Philippe Bober on unique projects

We look forward to receiving your full application with a cover letter in English at [staff@coproductionoffice.eu](mailto:staff@coproductionoffice.eu). (NB Applications without cover letter will not be considered.)