

ANNEX III - APPLICATION FOR PARTICIPATION: GLOBAL TRAINING PROGRAMME – INTERNSHIP INFORMATION*

**This form must be completed in full without modifying or altering the provided text. Any changes to the template will render the application invalid.*

INTERNSHIP REFERENCE: (Please include the same code or reference number in the file name as that used to identify the internship in Annex IV) REFERENCIA: EHU01

CORPORATE INFORMATION		
Name of company/organisation		AC IMAGING LLC
Tax ID number		20-5265843
Contact person		Xavier Achurra
Legal representative		Adam Chinitz
Location	Country	United States of America
	City	New York City
	Address	127 West 26th Street, Suite 1208 – New York, NY 10001
Sector		Photography, Arts, Visual Arts
Total number of internships offered at this site for Global Training 2025 (according to the Programme Rules, companies or organisations may offer a maximum of 5 internships per site)		1

INTERNSHIP INFORMATION	
Number of interns to be hosted	1
Type of visa or permit required for the internship, in accordance with current legislation	J-1
Department (If more than one intern is being requested, specify the department for each individual)	Department of Communication and Studio Management Studies: Photography / Film / Media Studies, Marketing, Communications, Visual Arts, Advertising, Audiovisual Communication
Description of the project/activities (If more than one intern is being requested, specify the project/activities for each individual)	Expected to work for AC Imaging LLC 40 hours a week <ul style="list-style-type: none"> -Support the development and execution of marketing and communication strategies -Assist in managing and growing the studios online presence (social media, website, digital platforms) -Create, schedule, and publish content across social media channels -Contribute to the design and distribution of digital marketing materials (newsletters, promos, portfolios) -Organize, tag, and maintain the digital photo archive for easy access and portfolio use -Assist with client outreach, communication, and scheduling of shoots -Help set up studio shoots and support general production needs -Assist with studio inventory and organization of the storage space -Keep track of photography equipment, manage maintenance needs, and order replacements when necessary -Contribute to ongoing organization tasks to ensure the studio runs smoothly and efficiently

<p>Activity schedule</p>	<p>The internship is a full-time position, requiring a commitment of 40 hours per week, Monday through Friday.</p> <p>Interns will be working onsite at the AC Imaging LLC Studio from 10:00 AM to 6:00 PM.</p>
<p>Internship supervisor (according to the Programme Rules, a maximum of 2 internships may be supervised by the same individual)</p>	<p>Adam Chinitz</p>

REQUIRED COMPETENCIES FOR THE ROLE	
<p>Information on the desired profiles</p> <p>(Education, previous experience, languages, other skills, etc.)</p>	<p>Studies: Photography / Film / Media Studies, Marketing, Communications, Visual Arts, Advertising, Audiovisual Communication English (advanced: written and spoken)</p> <p>Technical & Creative Skills:</p> <ul style="list-style-type: none"> - Adobe Creative Suite: InDesign, Photoshop, Lightroom Classic, Premiere Pro + Capture One (required) - Familiarity with Canva - Experience with email marketing platforms such as Mailchimp and MyEmma - Knowledge of CRM tools for client management - Proficiency in managing and updating social media platforms (Instagram, Facebook, LinkedIn) - Ability to create and maintain content calendars - Proficiency with DSLR or mirrorless cameras; strong understanding of professional photography equipment - Familiarity with studio lighting setups and equipment maintenance - Experience in scheduling and coordinating photo shoots (a plus!) <p>Professional Qualities:</p> <ul style="list-style-type: none"> - Proactive, detail-oriented, and highly organized - Reliable and accountable, able to manage responsibilities independently - eager to learn from real-world experiences in a high-level photo studio - Professional attitude and communication when interacting with clients, stylists, producers, and team members - able to manage multiple priorities and deadlines in a dynamic studio setting <p>Any previous experience (professional or academic) in:</p> <ul style="list-style-type: none"> - Photography or videography - Studio or on-location production - Marketing or communications in a creative field - Archiving and organizing digital image libraries - Managing social media and creative outreach for a visual brand
<p>Comments</p>	<p>This is a hands-on learning opportunity inside a working NYC photography studio. Interns will gain firsthand experience with production workflows, client communications, photo shoot setups, and brand development—while working closely with Adam Chinitz, a seasoned commercial photographer with a deep portfolio in advertising and editorial work.</p>

PRE-AGREEMENT ON INTERNSHIP EXTENSION

The company/organisation declares its commitment to extend the intern's stay under the Global Training programme for:

☐ __ months.

☐ No Extension.

This extension is conditional upon the normal and satisfactory completion of the initial 6-month funded internship period. During the extended period, the insurance cost will be covered by the company/organisation. The monthly allowance may not be less than €1,000.

MONTHLY ALLOWANCE DURING EXTENSION:

☐ Same as the programme allowance (€1,635)

☐ _____ € (must not be less than €1,000)

☐ No Extension.

STATUTORY DECLARATION:

The applying company or organisation declares that:

☐ All information provided in this document is true and accurate.

☐ No more than 5 internships are being offered at this site under Global Training 2025 and no more than 2 per supervisor.

☐ Where a visa or other permit is essential for the intern's stay in the host country, all relevant legal requirements are met.

☐ In the case of signing the extension pre-agreement, the company will provide supporting documentation confirming the extension (e.g. internship contract or similar). If unable to honour this commitment due to unforeseen circumstances, a report will be submitted detailing the reasons and providing the necessary justification.

COMPANY/ORGANISATION	SIGNATURE	DATE
Legal representative	<i>adam chinitz</i>	

REMARKS: