72 Dragons Interns – Letter of Mutual Understanding (MOU)

This is a letter of Mutual Understanding between 72 Dragons Production and the intern: MOUHAND SULTAN, dated: MAY 1, 2019.

72 Dragons is a production company headquartered in Hong Kong with subsidiaries and staff in Hong Kong, the US, the UK, India and China. 72 Dragons partners and collaborators are in different parts of the world, including Canada, France, England, Dominican Republic, Mexico among other countries.

72 Dragons is seeking to create a framework to assist interns to realize their talents by working with like-minded people and combining skills to get things done. Distributed idea generation and content creation using combined skills from the film community is one of our key visions.

72 Dragons seek to match the interest of the intern with the current needs of the company. The intern will have the opportunity to develop technical and professional new skills, acquire new experiences and expertise, increase their global networking, potential opportunities to travel, potential opportunities to join the team at the Cannes Film festival and other film festivals, company's retreats. The Interns excitement is a value added to the projects and the company.

72 Dragons promotes an environment of diversity and respect.

The intern will be respectable of colleagues who might come from different professional or ethnic background. The intern will comply with deadlines and deliverables; changes to these agreements will be discussed in advance with intern direct manager.

The intern responsibilities and expectation include:

- Providing input on designs created by the design team
- Creating draft and final web pages based on designs provided
- Providing updates regarding current projects, as well as asking questions when they arise
- Work with 72 Dragons Leadership to prioritize business and information needs
- Having a presence in both individual and team meetings
 - If the intern is unable to be at the meeting, or will be able to be present after the start time, then they must inform their direct manager at least a day prior to the meeting with a valid and excusable reason

- o Providing both verbal and visual updates on projects
- Having the ability to communicate effectively as well as being transparent
- Being able to manage their time effectively

Time commitment: 20 Hours Per Week

Duration: 3 Months

Manager Signature

Intern Signature