



## NBC Universal Legal Opportunities

NBC Universal offers legal internships in 21 different Business Units. NBC Universal has one of the most competitive, organized, and educational internship programs. NBC Universal's internship opportunities give legal students real world experience and exposure to one of the world's leading media and entertainment companies. Legal supervisors at NBC Universal see this as an excellent cross training and networking opportunity. The interns at NBC Universal produce tangible results as they begin building their professional networks, and for many, it confirms their professional aspirations in entertainment law.

### QUALIFICATIONS:

- We accept applications from law students who have successfully completed at least one year of law school.
- All NBC Universal internships are for academic credit only unless specified below. If you cannot receive academic credit, please note such in your online application or cover letter. If you are unsure, please check with your school before applying.

### APPLICATION PROCESS:

- Interested applicants should only submit their resume and cover letter once per semester by visiting our website at [www.nbcunicareers.com](http://www.nbcunicareers.com) and applying under the Legal category.
- The cover letter should indicate **the three Business Units you are most interested in interning for and why you have such interest. Also, please explain how your prior work/life experience is applicable and why you would be an exceptional candidate. Descriptions of each Business Unit's internship are below.**
- Campus Relations will contact you if your qualifications meet our needs. NBC Universal is an Equal Opportunity Employer.

### APPLICATION DEADLINES\*:

SUMMER PROGRAM	Application Deadline: March 1st
FALL PROGRAM	Application Deadline: June 15th
SPRING PROGRAM	Application Deadline: November 1st

\*Note: Deadlines are not definitive, but merely a guideline of when most Business Units are making decisions.

## BUSINESS UNITS

The below is a description of internships in each Business Unit; however, not all departments offer internships every semester. NBC Universal Campus Relations will inform qualified applicants, if chosen, of the areas that are not offering internships in which they applied for during a particular semester to determine if there is another suitable practice area. Please note: a few business units may not have enough work to keep an intern busy every day and we do not allow our legal interns to do administrative work; therefore, you must be open to rotating through other Business Unit where work is available.

## FILM

### **Universal Partnerships & Licensing**

Intellectual property legal internship. Interns will draft a variety of agreements in connection with global licensing and merchandising; review, analyze and summarize entertainment contracts of NBC Universal's films as well as work on a variety of special projects as needed. Students must be able to work a minimum of two full days per week. Candidates must have a strong legal writing, research, and communication skills. Prior intellectual property courses are a plus but not required.

### **Universal Pictures Business Affairs**

The Universal Pictures Business Affairs department negotiates above-the-line talent deals for the production of motion pictures. The Intern for the Universal Pictures Business Affairs department will prepare deal memos and correspondence for above-the-line talent; review, analyze and summarize entertainment contracts related to the production of motion pictures; research rights/obligations and other contractual issues; observe contract negotiations; update comprehensive reports; and various special projects as needed. Must be a hard-working team player, and have excellent written and verbal communication skills, meticulous attention to detail, strong organizational skills, and the ability to multi-task in fast-paced environment. Knowledge of entertainment business, entertainment contracts, and copyright law preferred.

### **Universal Pictures Legal Affairs\***

Interns will be responsible for the processing all of the studio's unsolicited submissions (i.e., the return of all unsolicited material sent to the studio) and outside rights requests (e.g., responding to questions about the rights and ownership of Universal library properties for remakes, sequels, etc). They will also maintain a database for all below-the-line production agreements and analyze and summarize certain rights related agreements. There are a lot of research projects and opportunities to help with the drafting of above-the-line employment agreements. Strong research, writing and analytical skills are a plus. \*Internship can be paid or intern can receive academic credit at intern's election.

### **Universal Pictures Music Business Affairs**

The Intern for Motion Picture Music Business Affairs department will review, analyze and summarize agreements and related documentation with respect to the production of both original score music and musical compositions created in connection with motion pictures as well as the subsequent exploitation thereof and prepare correspondence in connection with same; research rights/obligations and other contractual issues; observe contract negotiations; conduct various special projects as needed.

### **Universal Studios Home Entertainment Business and Legal Affairs**

The intern for the Home Entertainment Legal & Business Affairs department will assist in reviewing, analyzing and summarizing rights information relating to music license agreements, contracts relating to talent, production, license deals, clip usage, and advertising, produce paid ad summaries for catalog feature film and Universal Television titles, analyze distribution agreements to determine distribution rights for TV, Catalog titles and EST/VOD, and advise Marketing and Creative Services concerning talent credit and approval rights. The intern will also initiate and coordinate trademark and title clearance requests from Brand Marketing through Corporate Legal. Must be reliable, and excel at research and writing.

### **Universal Studios Productions Home Entertainment Business and Legal Affairs**

The Universal Studios Productions Business and Legal Affairs department is always busy with new and interesting legal issues. Interns will work on animated and live-action scripted programming produced initially for the Home Entertainment and TV market, including the following: review, analyze and summarize entertainment contracts; prepare deal memos and correspondence for above-the-line talent; research rights/obligations and other contractual issues; observe contract negotiations; update comprehensive reports; draft production agreements; draft research memoranda on legal issues related to programming; copyright and trademark issues; deal with legal issues regarding unsolicited submissions; and work on production insurance related matters; and various special projects as needed. Must have strong communication and deductive reasoning skills. Must be reliable, and excel at research and writing.

## **TELEVISION**

### **Cable Entertainment & Digital Studio Business Affairs**

The Cable Entertainment & Digital Studio Business Affairs team is responsible for negotiating a diverse range of business deals on behalf of NBC Universal's cable entertainment networks (USA, Syfy, Bravo, and Oxygen), cable studio (Universal Cable Productions), and digital studio (NBC Universal Digital Studio). Business Affairs handles deal making for agreements ranging from deals for talent such as writers, producers and actors to scripted and reality series licenses to deals for advertiser-sponsored original content for first-run on digital platforms. The Business Affairs intern will learn the business deals and structures involved in producing prime-time television and digital programming, as well as basic terms for the deals that are essential to getting television and digital programming produced and exhibited to the world. Intern responsibilities will include summarizing closed deals and updating databases, reviewing drafts of agreements for closed deal points, drafting correspondence to agents and various other projects. Must have a proactive attitude and an interest in pursuing a career in entertainment law and deal making.

### **Domestic Television Distribution Business Affairs**

Business Affairs for Domestic Television Distribution handles a broad variety of legal and business matters related to the production and development of first run syndication programming and the distribution of off-network and first run programming. Intern assignments may include drafting various agreements including, talent, development, distribution and marketing agreements, production releases, vendor agreements, location agreements and product integration agreements. Interns will research a variety of issues, including state laws, due diligence on vendors and guest histories. Interns will also review programming and ads for broadcast standards compliance, and vet marketing initiatives for legal issues.

### **International TV Distribution (TVD) and Business & Legal Affairs (BLA)**

NBC Universal International Television Distribution is responsible for the distribution of NBC Universal product to all forms of television and new media outside of the U.S. and Canada. This includes a rich library of more than 4,000 feature films and 55,000 television episodes, including current and classic titles, non-scripted programming, sports, news, long-form and short-form programming, and locally produced content from around the world. TVD BLA Interns will be involved in a variety of matters, which may include preparation and revision of draft agreements and other documents, participation in negotiation calls with BLA and other TVD team members, research and analysis of legal rights and compliance issues and preparation of related reports, review

and analysis of technological, territorial, and other trends, and special projects. Interns must have a serious interest in the distribution side of the entertainment business. Knowledge about the digital distribution of content/new media would be beneficial.

### **TV Contracts**

The Television Contracts Group is the fast-paced and exciting place where TV deals are drafted and negotiated. The TV Contracts Intern will learn about a wide variety of contracts that must be in place before a television show can be produced by our Studio, as well as the licensing and brand integration agreements that are necessary to air a show on one of our networks (such as NBC, USA, SyFy, Oxygen, and Bravo). The TV Contracts Intern will be charged with interpreting and analyzing essential contractual provisions, preparing initial drafts of agreements and revising those agreements with negotiated changes approved by supervising attorneys, delving into various research projects, and participating in negotiation calls with agents and lawyers. Must have an interest in digital rights, employment, and/or IP law.

### **TV Consumer Products Business and Legal Affairs**

Under supervision of Director of Business and Legal Affairs, assist in business and legal affairs services for all licensing, merchandising, product development, music projects and home video production and distribution in relation to NBC Universal television properties. Review and draft licenses, distribution agreements and talent service agreements in connection with made-for-video projects, music and merchandising and other agreements organic to the DVD, Music and Consumer Products Group. Review and approve legal notices, credits, images, products, and deal approvals. Review development and production payments. Patrol and enforce copyrights and marks. Draft notices for anti-piracy and collection issues.

### **TV Network and Studio Business Affairs**

The TV Network and Studio Business Affairs position will allow the intern to gain a better understanding of the day-to-day roles and responsibilities of a Business Affairs executive that works for a Studio and/or Network. The intern will have an opportunity to shadow several business affairs negotiators and learn, among other things, the art of negotiating talent and various production-related agreements and the day-to-day business issue related to the development and production of scripted and unscripted television programming. The intern will have the opportunity to draft documents related to those deals as well.

### **TV Production Legal Affairs**

The TV Production Legal Affairs department is always busy with new and interesting legal issues. Interns will work on scripted (TV series) and unscripted (reality) programming airing on network (NBC) and cable affiliates (Oxygen, SyFy, Telemundo, Bravo, USA etc). Intern will specifically review background, psychological, and medical diligence on all reality show contestants and conduct interviews with each contestant. If capable, interns will manage an entire reality show's diligence from beginning to end, which means managing and communicating with executive producers, casting, network/cable programming executives, publicity, business affairs, and program standards. Interns will also draft vendor and locations agreements, scrutinize show scripts (e.g. Law and Order) for liability issues, draft research memoranda on legal issues related to scripted and unscripted programming, copyright and trademark issues, deal with legal issues regarding unsolicited submissions and work on production insurance related matters. Must have strong interviewing and deductive reasoning skills, and excel at research and writing.

## **CORPORATE**

### **Corporate Legal - Trademarks**

Legal intern will assist with various research projects and on-going work related to trademark clearance, prosecution and enforcement for the corporate legal department at NBC/Universal Studios. Projects may include research into emerging issues within the trademark and entertainment industries, drafting trademark prosecution documents, and assisting in trademark and domain name monitoring and enforcement efforts including, for example, conducting on-line investigations on possible infringers.

### **Employment Law\***

The Employment Law intern will work with two employment lawyers responsible for advising NBC Network and Cable Entertainment, Universal Pictures, back lot and technical operations, corporate (finance, IT, HR), Universal Studios Hollywood and Universal Orlando theme parks and NBC and Telemundo West Coast Television Stations on all aspects of employment law. Interns will help research application of state and federal employment laws and respond to issues in various scenarios including layoffs, progressive discipline, terminations, hiring, background checks, benefits, leaves of absence and development of policies. Interns will attend meetings with management during whistleblower and other investigations and will participate in training on avoiding harassment and discrimination claims on productions or on basic employment law topics for managers. May be asked to assist human resources investigators or auditors in preparing for interviews and participate in mediation sessions. Must have an interest in employment or labor law in the entertainment industry. \*Note: Employment Law intern may also intern in other departments based on work flow.

### **Legal & Government Affairs Office\***

The intern for the Legal & Government Affairs office will assist the Government Affairs VP in the General Counsel's office in reviewing, analyzing and responding to proposed and enacted legislation that impacts NBCU's many business interests. Issues typically include First Amendment concerns, intellectual property piracy, production tax policies, land use, and employment, among others. The intern will draft memoranda on legal and policy issues, and will attend various meetings related to governmental or political activity affecting the company, as well as attend administrative/legislative hearings as they arise. \*Note: Legal and Government Affairs intern may also intern in other departments based on work flow.

### **Litigation**

The NBC Universal Litigation Group functions as an in-house law firm, overseeing cases in many areas including, "idea theft," defamation, rights of privacy and publicity, contracts, employment and First Amendment/Reporter Shield Issues. The group's practice includes a wide variety of matters for the NBCU Television Group and its affiliated entities, including its entertainment and news divisions, its production studios, its broadcast and cable networks and its owned and operated stations. Law intern responsibilities include attending meetings and participating in many phases of litigation, including attending Court hearings, depositions, etc., researching pertinent legal issues for current cases and assisting with drafting briefs and other legal papers.

### **The Rights Group**

The Rights Group is a centralized rights clearance group at NBCU that evaluates the company's right to exploit its library content; we assist virtually all of the business groups at NBCU, including features, television network and studio, theme parks and distribution. The intern will conduct legal research in connection with legal issues that frequently arise as part of our rights clearance work; the research would generally involve such areas as copyright law, contract law (including scope of the grant issues), distribution rights and guild matters. The intern will be expected to draft legal memoranda summarizing their research. In addition, the intern will be asked to work on projects for our clients, including (for example) conducting a distribution rights analysis for a particular title, or evaluating name, likeness and merchandising rights in connection with talent appearing in a title. In each case, the intern would be supervised by an attorney. The intern must have excellent legal research, writing and analytic skills. In addition, we strongly prefer candidates with some coursework in copyright or general intellectual property law.

### **West Coast Labor Relations Department**

With over 140 years of service at NBC and Universal, the 9-person management staff, including 5 attorneys, handle union and guild contract negotiations, theatrical and television production support, facilities support, and involvement with the various Industry health & pension plans. We are responsible for administering over 60 union contracts (domestic and international) – including those for actors, directors, writers, musicians and crew – and handling any issue or grievance that arises under those contracts. We are looking for an intern with strong research, writing and analytical skills, who plays well with others. Because, hey, if you have to intern, it might as well be fun.

## **UNIVERSAL STUDIOS HOLLYWOOD**

### **Universal Studios Corporate Legal**

The Corporate Law Department provides litigation, intellectual property, technology, anti-piracy, employment law and other legal support to business units within the Universal Pictures Group and Universal Parks and Resorts. Intern assignments may include research for in-house litigators, drafting of pleadings and other litigation-related correspondence, intellectual property or employment law research, review and/or drafting of basic transactional documents, and non-legal research to support the legal department. The ideal candidate will have completed some intellectual property coursework and will be available to work a minimum of six weeks full-time or eight weeks part-time during the semester.

### **Universal Studios Parks and Resorts Legal and Business Affairs**

Universal Studios Hollywood Legal and Business Affairs Department provides intellectual property licensing, leasing, marketing, merchandising, and other legal support for business units within the Universal Parks and Resorts group. Intern assignments may include multiple types of legal research and drafting of transactional documents, and non-legal research to support the legal department. The ideal candidate will have completed some contractual law and intellectual property coursework and will be available to work a minimum of twelve weeks part-time during the semester and eight weeks full-time for summer candidates.