

**Thanks for your interest in obtaining an internship at NBCUniversal!
Read on to learn more about our available internships across our
NBCUniversal business.**

Accounting/Finance

Accounting and Finance Internships are available in the summer through our parent company, Comcast.

Positions are available within, but not limited to:

Cable Financial Planning & Analysis
Investor Relations
Corporate Treasury
Corporate Tax
Corporate Accounting
NBCUniversal Film Finance
NBCUniversal TV
NBCUniversal Financial Planning & Analysis

For more information, and to apply, visit <http://www.comcastoncampus.com/index.php>.

Ad Sales

Business Description:

Advertising drives revenue for NBCUniversal, and as an Ad Sales Intern you will be assisting in building a brand for our clients. In this client-facing role, you will build the foundation for a successful sales or marketing career.

Ideal Candidate:

As the face of NBCUniversal to potential advertisers, interns within ad sales must be energetic, sociable individuals with high learning agility. There are two tracks available, Sales and Marketing. Any major may apply for these roles, preferably with previous demonstrated experience interfacing with clients within a sales or marketing scope.

The Campus 2 Career Path:

Completing an Ad Sales internship on the sales side may lead to a career opportunity as a Sales Assistant, while a marketing intern would have an opportunity to begin work as a Marketing Assistant.

Business Development/Strategy

Business Description:

The Business Development/Strategy function at NBCUniversal is responsible for identifying, developing and implementing growth opportunities throughout the company.

Ideal Candidate:

Business Development Interns need to be adaptable and quick-thinking; chameleons who can function in a variety of different situations. You'll need to be able to speak numbers, and understand the stories told in an Excel spreadsheet. Previous experience within investment banking or financial services with media/entertainment clients is preferred. Economics and finance majors are encouraged to apply.

The Campus 2 Career Path:

Following graduation, entry-level roles at NBCUniversal include working as a Business Development Analyst.

Film Production/Development

Business Description:

The bright lights of the silver screen have captivated audiences for decades. Do you want to be involved in the production or development of Hollywood's next big hit? Interning within Film Production or Development may be the right role for you!

Ideal Candidate:

Production and development internships are highly coveted and competitive roles. Production and Development Interns will be assisting the administrative function of films in production. A Film Production Intern is not intimidated by the fast-paced nature of the business, and is a passionate, bright go-getter with strong intellectual curiosity. Previous exposure to production and/or development is a plus.

The Campus 2 Career Path:

Following graduation, Development Interns can move onto becoming Development Assistants, and Production Interns can work with Coordinators in-house as Production Assistants.

Finance News/CNBC

Business Description:

Do you have experience with your school paper, or an interest in business news? Interning at CNBC is a great way to receive exposure to the intersecting roads of journalism and commerce. Finance News is constituted of the Financial and Editorial sides, each with its own unique set of skills needed to be successful.

Ideal Candidate:

On the Editorial end, interns will be doing research, gathering and streamlining data. There are even opportunities to pitch ideas, and potentially go out on shoots. On the financial end, you need to be a quick-learner who has experience in deciphering numbers and understanding what story they tell. Both roles require hard workers looking to hit the ground running. Journalism and business majors are encouraged to apply.

The Campus 2 Career Path:

After a successful internship, interns within the editorial realm can begin work as a News Associate, while their Finance counterparts will start off as Analysts.

Human Resources

Business Description:

Human Resources is a vital part of any well-run organization. At NBCUniversal, our HR team is second to none, supporting our diverse business units in a variety of functions. This includes Recruitment, Learning, and Operational Development, all while ensuring that each individual is utilized to their maximum potential with the resources available.

Ideal Candidate:

As an HR Intern, you will be exposed to all of the ways HR Professionals support their business clients. You'll get hands-on experience in running seminars, consulting with members of management to understand recruiting needs, and utilizing state of the art candidate tracking and management systems to improve recruiting efficiency. To be successful in this role, you must be intellectually curious, resourceful, and have top-notch networking skills. A strong comfort with systems and previous experience in an administrative role or as a point of contact for new hires is preferred. This position is strongly recommended to those studying HR.

The Campus 2 Career Path:

After graduation, a Human Resources Intern can pursue a role as an HR Coordinator.

Legal

Business Description:

The legal team provides legal and compliance services for NBCUniversal's family of businesses.

Ideal Candidate:

Legal Interns will need to be detail-oriented with an extraordinary work ethic. Previous experience at a law firm is preferred, as you will need to assist in drafting legal documents. This internship is ideal for students who have completed their first year of law school.

The Campus 2 Career Path:

Full-time roles after graduation include working as In-House Counsel.

Legal (California)

Legal Internships in California are available in the following areas:

Television

Cable Entertainment & Digital Studio Business Affairs
TV Network and Studio Business Affairs
TV Production Legal Affairs
TV Litigation
TV Contracts
TV Consumer Products Business and Legal Affairs
Domestic Television Distribution Business Affairs
International TV Distribution (TVD), Business & Legal Affairs (BLA)
Telemundo Business and Music Affairs
Universal Partnerships & Licensing

Film

Universal Pictures Business Affairs
Universal Pictures Legal Affairs
Universal Pictures Music Business Affairs
Universal Studios Home Entertainment Business and Legal Affairs
Universal Studios PRODUCTIONS Home Entertainment Business and Legal Affairs
UNIVERSAL STUDIOS, HOLLYWOOD THEME PARK
Universal Studios Parks and Resorts Legal and Business Affairs

Corporate

The Rights Group
Universal Studios Corporate Legal
Corporate Legal - Trademarks
Employment Law
West Coast Labor Relations Department*
Legal & Government Affairs Office

To Apply (THIS IS FOR CALIFORNIA LEGAL INTERNS ONLY):

1. Submit your resume through www.nbcunicareers.com/internships (under the West Coast Internships section)
2. Include the following: (A) Resume (B) Cover Letter, (C) Copy of your most recent transcript and (D) 2 writing samples. All can be attached to your record as pdf files.

Please state in your cover letter which **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. THIS IS FOR CALIFORNIA LEGAL INTERNS ONLY.

Marketing

Business Description:

The NBCU Marketing Teams work in conjunction with a number of different business units, including Ad Sales, PR, and Communications.

Ideal Candidate:

Marketing has multiple subsets. Interns within Brand/Consumer Marketing will be working on everything from logos to how consumers think and react. Critical and creative thinkers will excel in this role. Ad Sales and Trade Marketing work on getting materials and strategies to the sales team and are more finance-oriented, so strategic, sales-oriented individuals will be a great fit. Marketing and business majors are encouraged to apply.

The Campus 2 Career Path:

After graduation, Marketing Interns can continue in this field to become Marketing Coordinators or Marketing Assistants.

News

Business Description:

Do you consider yourself a news junkie? If so, you may just be a right fit for an NBCUniversal News Internship. Being an intern within News will encompass a wide range of programming, but one factor will remain the same: your all-encompassing passion for and awareness of the news in the world around you.

Ideal Candidate:

In addition to an up to date knowledge of the news, a successful intern exhibits extraordinary attention to detail, and can function as part of a dynamic environment driven by both pace and accuracy. Journalism and political science majors are preferred, but not required.

The Campus 2 Career Path:

Full-time, post-internship roles include working in the newsroom as a Production Assistant or a Desk Assistant.

Operations & Technical Services (O& TS)

Business Description:

O&TS is the top-flight, best-in-class technology and operations center supporting NBCUniversal's broadcast, cable and film businesses. It encompasses a wide range of functions, including the Broadcast and Field Operations, IT, Graphic Design, Emerging Technology, Broadcast and Production Engineering and Digital Media aspects of the company.

Broadcast and Production Engineering – Broadcast Engineering Interns will be working with satellite and fiberoptic broadcast systems, monitoring the system and quality of feeds.

Production Engineering Interns will be supporting the technical hardware as well as the systems for the control rooms. IT networking experience is beneficial. Students majoring in computer or electrical engineering would be a good fit. After graduation, entry-level roles include working as a Broadcast or Production Engineer.

Digital Media/Post Production – To be successful in Digital Media, you must be at the cutting edge of technology. Skills necessary to do well in this role include experience with Final Cut Pro and/or Avid, along with Digital Film Production. On-campus experience within TV or radio is also a strong plus. After graduation, full-time roles include working as an Assistant Editor.

Emerging Technology – The Emerging Technology team is responsible for creating an effective and entertaining user experience through our digital platforms. Coding or experience in making an application is a plus, as is knowledge of languages like C++, Java, or HTML. If you are an innovative individual with an interest in new technology and background in computer science or engineering, make sure to apply! After graduation and a successful internship, potential roles include working as an Emerging Technologist.

Graphic Design – Graphic Design Interns need a blend of creativeness and repeatability, with the ability to produce quality graphics in a tight timeline. Every channel and program has its own feel, so you will need to be able to understand the needs of each. Previous experience is preferred. After graduation, full-time roles include working as a Graphic Designer.

IT – IT Interns will assist in multiple facets of the Information Technology field. Working with Client Services, you will need to have an understanding of networking or programming languages, and be able to translate issues between the business user and the IT Center. After graduation, potential future roles include working as an IT Analyst or a Help Desk Analyst.

Publicity/Communications

Business Description:

Want to make an impact on how NBCUniversal's brand is perceived? Working as a Publicity or Communications Intern is the right spot for you!

Ideal Candidate:

Communications and Publicity Interns need to have exceptional writing and communication skills. You need to be pop culture savvy and socially creative to excel in this field. Public Relations and Communications majors are a perfect fit for this role.

The Campus 2 Career Path:

After graduation, entry-level roles within Publicity/Communications include working as a Coordinator or an Assistant.

Research

Business Description:

With a dedicated and highly-skilled research team, NBCUniversal stays at the forefront of quality entertainment and programming.

Ideal Candidate:

Critical analysis and keen insight are key to becoming a Research Intern. You have to not only “get” numbers, but apply them to tell a story. There are three primary areas of research for interns. Within Ad Sales, you will be ensuring that we are maximizing our Return on Investment. Programming Research will delve into the world of ratings, while Insights/Trends Research will necessitate an understanding of what’s hot and what’s next in pop culture. Exposure to research tools such as Nielsen, Empower, and Galaxy is a plus. Economics and mathematics majors with a strong media interest are encouraged to apply.

The Campus 2 Career Path:

After graduation, a Research Intern can potentially find a role as a Research Analyst.

TV Programming, Production, Development and Scheduling

Business Description:

A major part of the NBCUniversal brand revolves around our stellar TV programming. Interns within TV Programming, Production, Development and Scheduling will have a unique insight into the steps taken before the finished product is finally broadcast.

Ideal Candidate:

The Development team is responsible for taking pitches for new programming, so interns need to be impeccably detail-oriented and professional. Production Interns need to have a thorough understanding of what production is all about, and are passionate, self-motivated individuals capable of thriving in a high-stress environment. Scheduling and Programming Interns are strategic thinkers obsessed with details, and have a passion for their job. Previous experience within any of these fields is a major plus, and any majors are acceptable for these roles.

The Campus 2 Career Path:

After completing these internships, you can move on to roles as a Production Assistant, Scheduling or Development Coordinator, or a Scheduling Analyst.