



## **NBCU Internship Opportunities** **West Coast – Burbank & Universal City**

All opportunities require that students be in pursuit of a related degree; have related experience and a demonstrated interest in the field.

### **Casting**

Casting: Desired majors include Communication, Digital/New Media and TV, Radio and Film. Interns will gain exposure on casting sessions and auditions.

### **Corporate (Finance, HR, Publicity, etc)**

Human Resources: Opportunities include HR for Cable, IT, News, Staffing and Universal Pictures. Majors include Business Administration, Industrial & Labor Relations, Organizational Psychology, Psychology, Management Communications, and Human Resource Management.

Finance: Majors include Accounting, Business Management, Economics, and Finance.

Legal: All opportunities require students to be enrolled and pursuing a graduate degree in Law.

Diversity: Majors include Business Administration, Sociology, Psychology, and Human Resource Management.

### **Digital Imaging/Archives & Collections**

Digital Imaging: Desired majors include Photography, Photocommunication and Digital/New Media. Must be familiar with the Adobe Photoshop and Bridge CS3 and Photo Mechanic.

Archives & Collections: Majors include English, History, Information Science and TV, Radio & Film. Backgrounds in any of the following: film history, animation, entertainment industry, popular culture, graphic arts/design, corporate archives/museums and photography.

### **Graphic Arts/Digital Media/IT**

Graphic Arts: Opportunities include nbc.com, Universal Studios Home Entertainment, Universal Studios Hollywood, and Universal Pictures. Preferred skills and software include Adobe Photoshop, Illustrator, InDesign, After Effects, Flash, etc.

Digital Media: Prior internship or on-campus experience with digital media, web design, or programming development including: JavaScript, HTML, Flash, CSS, or Photoshop.

IT: Desired majors include Computer Science, Computer Engineering, Information Technology and Informatics.

### **News & Journalism**

News: Related fields include: Broadcast Journalism, Journalism, English, Communications, TV/Radio/Film, etc. Opportunities include CNBC, KNBC, Telemundo stations (KVEA & KWHY). Desired

candidates have prior internship or on-campus experience with news including research, writing, or producing experience.

### **On-Air Promotions**

On-Air Promotions: Opportunities desire prior experience with production or editing software, such as Final Cut Pro & Avid.

### **Production & Development**

Development: Majors include Creative Writing, English, Liberal Arts and Television & Film Production.

Distribution: Must have interest in theatrical distribution and exhibition.

Production: Desired majors include Broadcast Journalism, TV/Radio/Film, Communications, and Video Production/Direction. Candidates should have prior production internship or on-campus experience including: post-production (editing), writing/research, and technical operations. Opportunities are available in Film and TV within Universal Pictures and Focus Features.

Programming: should have related experience or a strong interest in the field; some positions require strong research skills in competitive analysis.

### **Marketing/Publicity/Sales**

Marketing: Desired candidates have an interest in market research and analysis. Opportunities range from general marketing practice to strategic initiatives/brand management.

Publicity: Desired majors include Advertising, Broadcast Journalism, Communications, Digital/New Media, Journalism, Liberal Arts, Marketing, Media, Publicity and TV, Radio and Film.

Sales: Positions require strong research skills in competitive analysis; interns will have the opportunity to get first hand exposure by working with Sales team. Opportunities include Ad Sales and Telemundo Sales.

Special Events: Opportunities include assisting in event planning for Universal Studios Hollywood. Majors include Marketing, PR, and Communications.

## **NBC UNIVERSAL West Coast LEGAL INTERNSHIPS**

NBC Universal offers legal internships in 23 different Business Units. NBC Universal has one of the most competitive, organized, and educational internship programs. 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. NBC Universal's internship opportunities give legal students real world experience and exposure to one of the world's leading media and entertainment companies. Interns produce tangible results as they begin building their professional networks, and for many, it confirms their professional aspirations in entertainment law. NBC Universal is an Equal Opportunity Employer.

**Applicants must submit the following when applying: resume, cover letter, copy of the most recent transcript, two writing samples and two professional references.**

Please state in your cover letter which **three Business Units** you are most interested in interning for and why you have such interest. Descriptions of each Business Unit's internship are below. Also, please explain how your prior work/life experience is applicable and why you would be an exceptional candidate. Campus Relations will contact you if your qualifications meet our needs. 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 occasionally being sent to any other Business Unit where work is available. Legal supervisors at NBC Universal see this as an excellent cross training and networking opportunity.

**APPLICATION DEADLINES\*:**

SUMMER PROGRAM	Application Deadline: March 15 <sup>th</sup>
FALL PROGRAM	Application Deadline: July 15 <sup>th</sup>
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 areas are not offering internships in which they applied for a particular semester to determine if there is another suitable practice area.

**TELEVISION**

**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.

**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 excellent oral and written communication skills, an analytical mind, attention to detail, a passion for teamwork, a proactive attitude and an interest in pursuing a career in entertainment law and deal making.

**TV Production Legal Affairs**

The TV Production Legal Affairs department is always busy with new and interesting legal issues. There are two separate internships available.

Internship #1: 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 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. Must have strong interviewing and deductive reasoning skills. Must be reliable, and excel at research and writing.

Internship #2: Production Legal Affairs Intern will assist the Production Legal Affairs Group which manages original television production matters for approximately 30 scripted and 140 unscripted shows for NBC, Bravo, Oxygen, USA and Syfy including "30 Rock", "Law & Order: Los Angeles", "The Real Housewives" brand and other productions. The Production Legal Affairs Intern will assist the production lawyers in drafting, reviewing and revising production contracts for intellectual property clearance (e.g., trademark and copyright licenses), set decoration and props, production equipment rentals (e.g., camera equipment, generators and production trucks), and on-location filming among others. The Intern will also help review and comment on insurance certificates and endorsements for unscripted programming to verify compliance of the independent production companies' insurance policies (e.g., Errors & Omissions, General Liability, Production Package). Also, the Intern will help respond to submissions of creative material sent to the Television Group. Additional assignments, including research projects, may be assigned. Must have a diligent work ethic, a strong willingness to learn new material, and the ability to provide quality work on tight production timelines. Strong analytical and writing skills are also required.

### **TV 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.

### **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 excellent oral and written communication skills, an analytical mind, attention to detail, a passion for teamwork, and 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.

### **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. Must have strong problem solving and deductive reasoning skills.

### **International TV Distribution (TVD), 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 an excellent academic record, strong oral and written communication skills and attention to detail, and a serious interest in the distribution side of the entertainment business. Knowledge about the digital distribution of content/new media would be beneficial.

### **Telemundo Business and Music Affairs**

Interns will assist in business and music affairs matters for a Spanish-language television network, a bilingual cable network, and independent television stations and also in the following matters: (i) structuring and negotiating of deals to acquire programming (e.g., program licensing and series production deals; agreements to televise live events; agreements with producers for the development and production of original programming); (ii) preparation of deal memos and other correspondence confirming agreements and long form agreements regarding the same; and (iii) evaluation of copyright, trademark and other intellectual property issues. Additional responsibilities may include assisting the Business and Music Affairs team with overseeing any in-house productions; assisting with the reviewing of chain of title documentation; assisting with supervising process of accepting pitches for new programming; assisting with financial decision making for productions, such as coordinating budgeting and risk assessment; assisting with the identification of the impact of taxes on payment structuring; assisting with the identification and development of marketing opportunities for televised events; and assisting in management decisions to ensure strategies are in the best interest of the television station or network. \*Note: Must be fluent or at minimum conversant in Spanish. \*Business & Music Affairs are two different departments who will share one intern.

FILM

### **Universal Partnerships & Licensing**

In this 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.

## **UNIVERSAL STUDIOS, HOLLYWOOD THEME PARK**

### **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.

## **CORPORATE**

### **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. 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.

### **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.

### **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.

#### **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. \*Note, the West Coast Labor Relations Intern may also intern for 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. Seeking an intern with strong analytical and writing skills who cares about the intersection of government policy and business. \*Note: Legal and Government Affairs intern may also intern in other departments based on work flow.

## **NBCU Internship Opportunities** **East Coast – NY, NJ & CT**

### **Advertising and Promotions**

**Affiliate Advertising & Promotions-** Act as liaison between Affiliate Promotion and all NBC Owned and Operated and affiliate stations. Arrange, schedule, and supervise satellite promo feeds to affiliate stations. Aid in the production of affiliate custom promo scripts.

**NBC Agency-** Assist in the production and post-production of on-air promotion for NBC programs. Research, screen and log videotape. Attend studio and location video shoots. Participate in strategic marketing initiatives. Experience all facets of advertising, marketing and promotion.

**Oxygen Interactive Marketing-** Help create and design small Homepage promotional ads, capture Episodic Stills for On-Air shows and assist in the Design of e-Newsletters, Sweepstakes, and show site promos.

**Universal Pictures Eastern Region Field Promotions-** Assist in setting up retail and college promotions, sending out press information, assisting staff at promotional screenings, junket, and premieres.

**USA Marketing and Production-** Assisting Production Assistants with tape trafficking, daily on-air graphics tasks, making comp reels, sending out dub requests, and other projects that develop. Opportunity to practice writing scripts and have them reviewed by Creative Directors, as well as attend edit sessions to observe producers.

## **Corporate (Finance, HR, Publicity, etc)**

**Bravo Communications-** Assisting with coordinating various media requests to support the network's television shows and specials. Search and compile a daily clips packet and distribute to all Bravo executives.

**Community Affairs-** Assist with The More You Know public service campaign including research for messaging, script development, identifying non-profit referral agencies, pre- and post-production, publicity, editing, and Website development.

**Corporate Communications-** Primarily responsible for assisting the department in researching/obtaining daily NBC Universal related stories in the media and sending them to the Corporate Communications team. Also serves as a liaison between incoming calls from reporters /the outside and the Corporate communications team.

**Digital Public Relations-** Department covers internal and external media relations for NBCU Digital Media, including The NBC Digital Health Network, Petside.com and Travelskoot.com; and iVillage. Sample projects include: Writing media advisories and consumer press releases, bios, broadcast pitches for talent and researching a range of publications for news in the digital space for a twice daily.

**East Coast Entertainment Publicity-** Monitoring major newspapers, trades, online periodicals, and blogs for relevant press on all our east coast shows. Writing show descriptions, filing/dubbing new show episodes, and creating new ways to outreach to our key audiences.

**Entertainment Finance-** SNL/Late Night provides an exposure to the finance and accounting aspects of Saturday Night Live and Late Night with Conan O'Brien. Responsibilities to include: entry and audit of invoices, petty cash, and purchase card receipts, cost report analysis, archiving project and vendor compliance project.

**Learning & Development-** Intern will assist our Corporate L&D team on various training projects and sessions as well as New Hire Orientation.

**MSNBC Media Relations-** In charge of daily and weekly press clips, posting transcripts and creative support to publicity team for MSNBC and NBC News.

**Staffing-** Assist HR division in job postings, scheduling of interviews, resume mining and updating the applicant tracking system.

**Oxygen Communications-** Provide hands on assistance to the Vice President, Communications, department publicists and the department coordinator. Aid with the planning and execution of company and press events/special projects. Opportunities to assist with the creation of talent and corporate biographies and compiling research for the department.

**Sports Communications-** Work closely with the NBC Sports Communications and On Air Promotions departments, as well as various NBC Sports executives to write press releases for various sports properties, help with daily clips, work closely with network ratings, editing, and the production of on air promotions for NBC Sports.

**Universal Pictures East Coast Publicity-** Participate in the various stages involved in planning and implementing a motion picture publicity campaign. Assist in pulling press breaks in daily, weekly and monthly publications; working screenings, premieres and junkets; supplying outlets with proper press materials and accompanying talent to a range of events and appearances.

## **Graphic Arts/Digital Media/iVillage/IT**

**Bravo New Media-** Helping to obtain, edit, and upload content for our wireless web sites. Choose video clips that are appropriate for mobile platforms, and assisting with the gathering and sorting of viewer-submitted comments for any interactive tickers we produce.

**Bravo TV and TelevisionWithoutPity-** Edit copy and enter data for Bravotv.com or televisionwithoutpity.com. Help publish articles to the site as well as writing and publishing updates to the site's blogs.

**Digital Media Systems-** Help to design and implement various editing projects that improve the behind the scenes process of News, Sports and Entertainment- including testing editing computer systems, bug testing and writing standard operating procedures.

**Digital Studios-** Perform research on production companies working in the digital space as well as working closely with Executive Producer and Supervising Producers to maintain production spreadsheets, facilitate pitch scorecards, and assist in various stages of pre-production. Research and present original online series and projects from third-party entities.

**Emerging Digital Business-** Digital Design interns assist Creative Director and Travelskoot.com Site Leader with iterative redesign of a newly launched website. Digital Marketing interns assist Travelskoot.com Site Leader and Editorial Director with deploying marketing and communications efforts for newly launched website.

**iCue Educational Website-** Work with and directly assist producers of this new educational website. Responsibilities may include some or all of the following: video archival research, video screening, writing short descriptions and key words, transcribing video clips, data entry for website database.

**iVillage Editorial-** Assist with major site launches and with the creation, development and production of new site areas. Updating channel pages and researching, writing and editing new content. Departments include: gURL.com, iVillage Cares, Beauty & Style, Entertainment, Wedding, Love & Sex and Pregnancy & Parenting.

**Oxygen Digital & New Media-** Contribute to production and promotion of digital initiatives around network programming. Monitor and update Myspace, Facebook, show message boards, etc. for corresponding initiatives. Log video footage and update WAP site.

**Strategic Initiatives-** Help the Internal Management Consultant team with projects involving change management techniques- process improvement, cycle time reduction and cost out opportunities.

**TV Distribution Media Technology-** Intern with the technical/software development team for our cable television distribution.

## **News & Journalism**

**MSNBC-** Work closely with the team's producers and perform various production assistant functions which include logging shows, researching story ideas, printing scripts for anchors, booking guests, and working with associate producers cutting tape. Departments include Booking, *Countdown with Keith Olberman*, *Hardball with Chris Matthews*, *Morning Joe*, MSNBC Dayside, *The Rachel Maddow Show*, and Executive's Office.

**NBC Mobile-** Interns for NBC Mobile will learn how to export clips and upload them onto multiple cell phone platforms. They will be editing clips from the Today Show; MSNBC, and a variety of other NBC/MSNBC programs. Interns will have a chance to assist on scripts and shoots for original content along with non-linear editing.

**News Partnerships-** Set up interviews between NBC Correspondents and affiliates, research conducted on our national stories to try and find out where there will be station interest.

**News Specials-** Work with the NBC News Specials producers to research and prepare breaking news and planned Special Events.

**News Technology-** Assist in the coordination of various News technology projects, including interactive television projects involving text messaging and user generated video.

**Nightly News-** Researching stories for producers, putting together insider report for affiliates, running daily scripts and show rundown. Interns observe live shoot, editing, graphics, headlines & director.

**Northeast News Bureau-** working with producers to research stories, conduct pre-interviews, fieldwork, logging interviews, and assisting both producers and correspondents with stories through air.

**Peacock Productions-** Assist producers and directors of *Dateline* and Channel 1 with logging and dubbing tapes, researching assigned topics and aiding the production team in the control room and edit room.

**Today Show-** Interns have the opportunity to assist producers with show segments, research topics, and more.

**Weekend Today-** Assisting producers with segments, helping pitch ideas, and coordinating scripts during the show.

### **Production & Entertainment**

**Access Hollywood-** Assist segment producers with pieces for the show, such as research and assisting field producers out in the field while on shoots.

**Bravo Program Planning-** Assist in development and implementation of Bravo schedule, track competitive information and trends, and working on research projects for our What's Next Reports that are distributed company wide. Opportunity is available with **Oxygen Program Planning** as well.

**Bravo Production and Development-** Oversee entire process of television development & production, from pitch to development, to production to airdate.

**Casting-** Helping out at actor auditions, greeting actors and running the camera, editing media clips and updating NBC Showtracker.

**Digital Studios Production-** Assist in all of the portions of the digital video production timeline - from project inception to execution to delivery.

**Late Night with Jimmy Fallon-** Internships available in Research, Script, Casting, Music, Wardrobe and General Production.

**LX/TV-** Interns will regularly accompany our '1stLook NY', 'Open House NYC', and Special Ops production teams in the field on shoots. Interns will support LX.TV producers, editors, talent, and

administrators. Responsibilities include but are not limited to booking, research, logging tape, and daily administrative duties. Also, interns will be provided with the opportunity to pitch stories for a variety of platforms.

**Music Services-** Updating music database, researching music copyrights, updating license-tracking grids, data entry, and cue sheet administration.

**Saturday Night Live-** Internships available in Research, Script, Photography, Design, Talent, Music, Wardrobe and General Production. (\*\*This opportunity is Not Available during Summer\*\*)

**Superb Entertainment Development-** Keeping track of creative materials received by the office, provide script coverage. An excellent, first hand look for anyone interested in entertainment development, both television and film, since it is a small office.

**TV Station Talent Recruitment-** Assist in the over-all recruitment and development of anchors and reporters for all NBC Universal/Telemundo owned-and-operated stations.

**USA Network Programming-** Screen series episodes and movies to populate scheduling system, support program scheduling and research program schedules of competition.

**USA/SCI FI On Air Promotions-** Assist producer, production coordinator and crew in pre-production, production and wrap phases for SCI FI/USA On-Air Promos.

### **Sales & Marketing**

**Bravo Research-** Assist with various types of television research including programming, sales, primary, and digital. Projects would include ratings reports, product integration studies, pilot testing, awareness and intent to view tracking, and website usage.

**Cable Entertainment Ad Sales-** Use syndicated marketing systems searching for creative sales stories, proactively positioning our networks favorably in a very competitive cable landscape, help design customized sales presentations to be used on agency and client sales calls and monitor new programs and specials on other cable networks.

**Local Media Business Development-** Assist in development of target clients using various online sales and research tools. Research companies and potential clients, review trade publications, assist sales directors in all aspects of client meeting preparation.

**Network Entertainment Ad Sales Marketing-** Responsible for media room editing and copying of sponsorships. Intern will utilize these materials to create a client recaps. Responsible for creating/updating the Late Night and Daytime competitive overview.

**News Ad Sales Research-** Work with News Sales Research Group to support NBC News Networks sales team. Analyze Nielsen ratings, syndicated research studies and primary research to create presentations and track program performance. Perform industry research and monitor competing media properties.

**Oxygen Strategic and Consumer Marketing-** Assist with planning & promotion of marketing initiatives around network programming, researching competitive networks strategy on Consumer/Strategic marketing and manage competitive ads.

**Sports & Olympics Ad Sales Marketing-** Monitoring NBC Sports on-air and online sponsorships, assist with the compilation of client recaps, create company overviews (for new business prospects), and research / identify market and industry trends for the creation of category overviews.

**Telemundo Sales Marketing-** Sponsorship Tracking and informal weekly meetings with each analyst, track customized sponsorship executions. Complete all digital editing requests needed within the NY team. Research on Hispanic MediaSearch online for articles/news that can help us keep up with the latest news in our industry. Compile all of the information gathered weekly into one concise word document that is brief but informative.

**Additional Sales & Marketing Opportunities include: iVillage, Strategic Marketing, SCI FI Ad Sales Marketing, Digital Media Ad Sales Marketing, Oxygen Ad Sale Marketing and USA Brand Marketing, Bravo Strategic Marketing.**

### **Sports & Olympics**

**Sports & Olympics Executive Office-** Work with various departments: Executive, Production, Programming, Legal, HR, dotcom on special projects (e.g. Olympics-specific research, programming work).

**Sports Promotions-** Help promotion staff acquire materials for production. Support edit room staff with screening, logging, and running tapes. Maintain Ratings and Promotional Database.

**Sports Production-** Opportunity to learn about live and taped sports television. Log games and taped events as they come back from their sites. Pull footage and contact leagues and schools for needed team information.

**NBCSports.com Video & Operations-** Digitizing and Logging game footage, pulling photos for video pieces, researching current sports related stories, editing pieces for the internet, helping in-studio for NBCSports.com shows.

**Olympics Research-** Assist Olympic research department in compiling information and maintaining research database. Help compile results from international competitions and research stories about Olympic athletes and sports. Assist in our digital efforts, specifically, NBCOlympics.com.

**Rotoworld.com-** Contribute to the management and production of content for our online football products and assist in preparing and testing online football and Olympic fantasy games.