

NBCUniversal: Digital Distribution Internship for Spring 2014

The NBCUniversal Content and Digital Distribution team is looking for 2 part-time or 1 full-time intern for the Spring 2014 semester!

The fulfillment operations spring intern will be responsible for supporting fulfillment operations in various projects related to set-top-box (STB) and television entertainment video-on-demand (TVE VOD) deliveries. He or she will be supporting the team in daily audits of metadata across 17 networks and vendor management to ensure on time delivery of our assets. He or she will also engage in several projects to launch content or networks on the STB platform. The spring intern will also be one of the team members to support Olympics distribution. In addition, this role will collaborate with internal/external teams to drive continuous workflow improvements. The candidate must have the flexibility and adaptability to adjust work duties as necessitated by the business.

Responsibilities:

- Provide metadata support as needed for the distribution of assets to the STB platform
- Provide daily audits of metadata across 17 networks to ensure on-time delivery
- Support the team in managing both internal and external vendors on all deliverables required for daily distribution and stunts
- Provide support in operational metrics & reporting to identify root cause and opportunity for improvement in the fulfillment workflow
- Provide daily support and participate in Olympics distribution to multi-channel video programming distributors (MVPD) partners
- Provide support in the upcoming content and network launches on the STB platform
- Troubleshoot daily VOD issues throughout workflow
- General Digital Distribution Operations (DD Ops) team ad hoc reporting, duties, etc. as required to support business and product goals

The spring intern will also be part of several projects supporting the technical project management team. He or she will be creating test cases and coordinate user acceptance testing (UAT) of Non-Linear Scheduling System, Phase 3. He or she will be part of the project team working on the unified workflow launch with our top MVPDs. The spring intern will also be one of the team members to support Olympics distribution. In addition, this role will collaborate with internal/external teams on various systems integration & data improvement efforts. The candidate must have the flexibility and adaptability to adjust work duties as necessitated by the business.

Responsibilities:

- Provide project management support in various projects including creating project plans, presentations, performing analysis, organizing notes, agendas, and conduct regular meetings
- Support in creating test cases & coordinate UAT for phase 3 of Non-Linear scheduling system
- Provide support the team in various systems integration & data improvement efforts
- Provide daily support and participate in Olympics distribution to MVPD partners
- Provide support in project managing upcoming content and network launches on the STB platform
- General DD Ops team ad hoc reporting, duties, etc. as required to support business and product goals

Qualifications/Requirements:

NBCUniversal interns must meet the following criteria:

- In pursuit of an Associate, Bachelor or Graduate degree at an Accredited Institution and be able to provide documentation to confirm your degree progress.
- Current class standing of sophomore or above (30 credits)
- Cumulative GPA of 3.0 or above
- Must be 18 years of age or older

- Must have unrestricted authorization to work in the US without a visa or sponsorship (as a US Citizen or Permanent Resident)
- Must be able to work on-site in Universal City, Burbank, or Los Angeles

RECENT GRADUATES WILL NOT BE ELIGIBLE FOR THIS PROGRAM.

*** Please note: NBCUniversal prohibits interns from participating in any other internship programs while employed by NBCUniversal without written permission from the Executive Vice President of Human Resources and the Vice President, Talent Integration and Pipeline Programs.*

Desired Characteristics:

- Previous work experience in an office environment
- Previous internship experience

How to Apply:

- Visit www.NBCUOnCampus.com
- Select "Campus 2 Career Internship Program"
- Select an area of interest and click on the "West Coast Internships" link to apply
- In addition, please send your resume directly to NBCUinternshipWC@nbcuni.com to get your resume seen by a recruiter. Please include "Digital Distribution Spring 2014 Internship" in the subject line.