



Commitment	March 2017 – October 2017
Department	Digital Marketing
Position Title	Marketing Coordinator Intern
Reports to	Jo McAlister
Business Unit	Universal Networks International

About Us	<p>Universal Networks International, the global channels division of NBCUniversal, is one of the world's premier entertainment networks, delivering quality content and compelling brands across Europe, the Middle East, Africa, Latin America and Asia. Universal Networks International has the following core brands in the portfolio; Syfy, DIVA, Studio Universal, Universal Channel, 13th Street, E!, Style & BRAVO NZ– which deliver a full range of entertainment experiences to local audiences across the globe.</p> <p>Universal Networks International is part of NBCUniversal, a Comcast Corporation, and is one of the world's leading media and entertainment companies in the development, production, and marketing of entertainment, news, and information to a global audience.</p>
Role Summary/Purpose	<p>Working across the Channels portfolio the Marketing Internship role will be responsible for supporting the marketing team in the delivery of activities for six TV channels and digital/social platforms for Universal, Syfy, 13th Street, Style, E! and Bravo within Australia and/or New Zealand.</p>
Essential Responsibilities	<p>The intern will be responsible on the following areas:</p> <ul style="list-style-type: none"> • Support Publicity team as required – including asset supply/management and assisting with Press junkets. • Support Digital/Social activity as required, including regular updates and maintenance of channel websites and social media channels. Curate social content • Assist three Marketing Managers and one Marketing Executive with the development and execution of brand, program and/or trade campaigns including: asset delivery and localisation, premium sourcing and event co-ordination. • Servicing affiliate partners Foxtel, Fetch TV and Sky including communication of key monthly programme information; accurate and timely delivery of channel assets (via MO for Foxtel); working with Promo teams (Sydney & LA) to deliver requested programme footage and managing approvals in co-operation with the respective channel Marketing Managers. Distribution of monthly recap of UNI affiliate activity. • Work with Promos team for delivery of required video content across all channels – affiliates, digital channels, other.

	<p>For E!, liase with LA and completion of Promo Request Form (PRF) for delivery of assets and materials.</p> <ul style="list-style-type: none"> • Working with internal and external suppliers to ensure the timely delivery of marketing assets including images, text and video. Ensuring assets are in the required formats for use by Marketing, PR & Digital/Social and made available to affiliate partners when needed. • Working with external vendors to conceptualise and produce channel premiums and merchandise within agreed timeframes and budget. Management of merchandise requirements, inventory and storage.
Qualifications/Requirements	<ul style="list-style-type: none"> • Ability to exercise judgment under pressure and to strict deadlines • High level of self-motivation, energy and desire to succeed • Exceptional organisation skills and attention to detail • Excellent communication and interpersonal skills at all levels • Initiative • Positive work approach • Solid team player • Flexible and pro-active approach • Experience in writing and editing material suitable for public consumption • Ability to maintain consistency under pressure • Loyalty, sense of humour with a passion for television and social media.

Please send your application to Campus2CareerApac@nbcuni.com
Applications close midnight 13th October.