



Commitment	March 2017 – October 2017
Department	TVD – Universal Pictures
Position Title	Research Analyst Intern
Reports to	Peta Crum
Business Unit	NBCUniversal International Television Distribution

About Us	NBCUniversal International Television Distribution, a division of NBCUniversal, is responsible for the distribution of NBCUniversal 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 100,000 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.
Role Summary/Purpose	This role plays a key role providing data analysis to NBCU's international television division. Its primary responsibilities are to support the research team, contributing to many aspects of audience reporting as it applies to NBCU's respective business units in Australia and New Zealand.
Essential Responsibilities	<p>The intern will be responsible on the following areas:</p> <ul style="list-style-type: none"> <li>• Producing daily TV ratings</li> <li>• Producing weekly TV ratings</li> <li>• Assist in producing monthly TV ratings</li> <li>• Work on program performance trend reports</li> <li>• Assist on key project work</li> <li>• Create sales material in support of NBCU's content licensing division</li> <li>• Produce ratings performance memos on NBCU's original series</li> <li>• Design, produce and present sales materials in support of NBCU's content licensing division (TVD)</li> <li>• Create and maintain spreadsheet tracking of NBCU channels and programs</li> <li>• Master multiple research/ ratings software products, and be able to provide data reports in support of ANZ research projects and internal client requests</li> <li>• Perform other duties as requested by management</li> </ul>
Qualifications/Requirements	<ul style="list-style-type: none"> <li>• Be a good communicator with an analytical mind and a desire to learn.</li> <li>• Experience in using Microsoft Outlook, Excel, Word and Powerpoint.</li> </ul>

- Advanced MSExcel skills with the demonstrated ability to run formulas and macros.
- Demonstrated strong written communication, particularly in research writing.
- An active interest in participating in the international aspect of the television business.
- 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
- Ability to maintain consistency under pressure

Please send your application to [Campus2CareerApac@nbcuni.com](mailto:Campus2CareerApac@nbcuni.com)

Applications close midnight 13<sup>th</sup> October.