



Commitment	March 2017 – October 2017
Department	Marketing - Partnerships
Position Title	Marketing Partnerships Intern
Reports to	Suzanne Stretton-Brown
Business Unit	NBCUniversal International

About Us	<p>Universal Pictures is an American film studio, owned by Comcast through its wholly owned subsidiary NBCUniversal, and is one of Hollywood's "Big Six" film studios. Its production studios are at 100 Universal City Plaza Drive in Universal City, California. Distribution and other corporate offices are in New York City. Universal Studios is a member of the Motion Picture Association of America (MPAA). Universal was founded in 1912 by the German Carl Laemmle (pronounced "LEM-lee"), Mark Dintenfass, Charles O. Baumann, Adam Kessel, Pat Powers, William Swanson, David Horsley, Robert H. Cochrane, and Jules Brulatour.....</p>
Role Summary/Purpose	<ul style="list-style-type: none"> To assist the marketing partnerships department and gain insight into the day to day running of the department and the broader marketing team Provide research, marketing and administrative support
Essential Responsibilities	<p>The intern will be responsible on the following areas:</p> <ul style="list-style-type: none"> Weekly reports on competitive landscape on nominated titles Weekly reports on cinema activity via eDM and website monitoring On-going research into presentation tools and assets. Present suggestions to team. Database management – including research into brands to suit certain demographics and sourcing brand contacts Assist with screenings and events on an ad hoc basis Prize fulfilment ad general administrative support Preparing follow up reports and WIP minutes Creating and localising presentation decks under direction from the Partnerships Manager Participation in meetings and brainstorming as directed Any other duties dependent upon varying work requirements Work together with other interns on assigned projects
Qualifications/Requirements	<ul style="list-style-type: none"> Proficient in MS Powerpoint and Excel Familiarity with Photoshop an advantage Detail oriented and organised, with exceptional time management skills Ability to work independently and collaboratively within a team environment

- A digital native with a keen interest in new and developing trends
- Excellent communicator – in both oral and written forms
- Able to work under pressure and to tight deadlines
- Ready to learn and is motivated by this exciting “breaking news” industry

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