



NBC 2018 PyeongChang Olympics Internship Job Description

NBCUniversal 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. NBCUniversal owns and operates a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, and world-renowned theme parks. NBCUniversal's policy is to provide equal employment opportunities to all applicants and employees without regard to race, color, religion, creed, gender, gender identity or expression, age, national origin or ancestry, citizenship, disability, sexual orientation, marital status, pregnancy, veteran status, membership in the uniformed services, genetic information, or any other basis protected by applicable law.

NBCUniversal's internship opportunities give students real world experience and exposure to one of the world's leading media and entertainment companies in the development, production, and marketing of entertainment. Internships are the perfect way to gain experience while learning what a career at NBCUniversal might hold in store for you. We are an Equal Opportunity Employer.

The Games of the XXXII Olympiad will take place in Winter 2018 in PyeongChang, South Korea. A select amount of students will have the opportunity to intern in either PyeongChang, South Korea or at the NBC Sports Group facility in Stamford, CT.

This will be a paid internship. Travel and accommodations are subject to credentialing approval for those traveling to PyeongChang, South Korea. Interns working in Stamford, CT will be housed in Stamford, CT for the duration of his/her assignment by NBCUniversal, however the interns working in Stamford, CT will be responsible for any travel expenses in accordance with his/her Olympic assignment.

RESPONSIBILITIES

Internships during the 2018 PyeongChang, South Korea Olympics may include (but are not limited to):

Runners

Provide operation support to all NBC Olympics functional areas including:

- Executive Office
- Production
- Operations
- Engineering
- Digital



- Sports Venues
- Hospitality & Accommodations

Responsibilities include clerical and administrative tasks, Production support and running errands. Runners must be flexible, willing to assist with any required task and have a great attitude at all times.

Shot Selectors

- Monitor and log live Olympic Events
- Select footage and edit basic highlight packages for publication on NBCOlympics.com and its digital platforms
- Create shot lists of top moments for editors of daily “best of” packages
- Video editing experience in either Avid, Final Cut Pro, Adobe Premier or similar non-linear editing system

Loggers

- Responsible for logging events as they happen as well as logging tapes from various feature shoots
- Candidates must be proficient with computers and have knowledge of Olympic-related sports
- Position requires accuracy, excellent typing skills and patience

Production Associates

- Responsibilities may include script running for studio shows or assisting sport producers with footage needs, transcribing, and basic research
- Candidates must be self-starters, proficient with computers, and have knowledge of sports
- Position requires accuracy, promptness, and patience

Ad Inserters

- Monitor live Olympic events, determining where to place mid-roll commercials and adding chapter markers to aid in navigation.
- Preferred knowledge of winter Olympic sports

Editorial Associates

- Assist the editorial team in monitoring news around competition and off-field activities
- Monitor daily assigned page(s) of the site under the guidance/supervision of full-time staff
- Create content on the site under the guidance and direction of full-time staff



QUALIFICATIONS/REQUIREMENTS

NBCUniversal interns must meet the following criteria:

- In pursuit of an Associate, Bachelor or Graduate degree at an Accredited Institution and able to provide documentation to confirm degree progress
- Must be enrolled in college at the time of the internship with at least a sophomore standing (students who graduate prior to February 2018 will not be eligible for the program)
- Cumulative GPA of 3.0 or above
- All majors welcome – preferred majors: Journalism, Communications, Korean Language Majors, Graphic Design, Engineering, and Business
- Knowledge/interest in Olympic Sports
- Must be willing to work assigned hours, including evenings and weekends
- Must be 18 years of age or older
- Must have unrestricted authorization to work in the U.S. without a visa or sponsorship
- Must be able to work on-site in PyeongChang, South Korea or Stamford, CT

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 Vice President, Talent Integration and Pipeline Programs, or her successor or designee.