

### **Intern, Television & Streaming DEI**

NBCUniversal's TV DEI (Diversity, Equity, and Inclusion) team, also known as NBCU LAUNCH, is one of the longest standing diversity, equity and inclusion departments in the entertainment industry. Our team is committed to discovering and developing the next generation of content creators from diverse and underrepresented backgrounds through our groundbreaking talent development programs that focus on helping to launch careers and forging pathways to continued success within NBCUniversal. Our programs and partnerships provide creators with access to networking and staffing opportunities, professional mentorship, and career growth, while also honing their self-branding strategies, pitching skills, and overall knowledge of the network and studio landscape. The TV DEI team comprehensively supports and tracks creators' career momentum as they move through the business and reach new creative heights. Levering our partnerships with external DEI-focused organizations and groups, our team is a resource for all DEI efforts across the Universal Studio Group and Entertainment Content including teams such as production, marketing, casting, legal and more. The intern in this role will get an all-encompassing view of the business with an opportunity to connect with teams in each of the areas above.

### **Responsibilities:**

#### **Content Coverage & Research Assignments**

- Work closely with the Executive Assistants and Coordinators to write script coverage of materials from current and alumni talent. Draft summaries and provide analysis. Comparative research assignments relating to DEI across NBCU and the entertainment industry.

#### **Social Media & Internal Communications**

- Work with the team in creating and posting social media on a weekly basis. Discovering NBCUniversal DEI content, writing copy, and designing the social media strategy for posts across different platforms. Design, develop and contribute to the monthly internal DEI report out.

#### **Team & Program Administrative Support**

- Support the team in miscellaneous tasks that include but are not limited to: preparing and attending talent engagements and events, maintaining the department talent database, and working across our Writers, Directors, Unscripted, Casting, and Production talent development programs.

### **Desired Competencies:**

- General knowledge of the industry
- Passion for diversity, equity and inclusion in storytelling and workforce
- Basic PC skills (Outlook, Word, Excel, PowerPoint, Canva, etc.)
- Proactive, organized, and quick learner
- Willing to “get hands dirty,” bring enthusiasm to tasks, and share unique perspective
- Strong writing, communication, and presentation skills
- Social media savvy and awareness of latest global trends
- Script coverage experience preferred, but not required
- Proficient in Adobe Photoshop preferred, but not required
- Film/TV/Media majors preferred, but not required
- Strong interpersonal skills and experience working on teams or collaborative work environments

### **Qualifications:**

- 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)
  - Must be authorized to work in the United States without visa sponsorship by NBCUniversal
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