Corporate Diversity Internship

Department Description:

NBC Universal's Corporate Diversity department handles the management and implementation of the company's vast diversity initiatives which covers the company's broad employee base, suppliers, on-air talent and behind-the-scenes staff, and in the news and entertainment content NBCU develops, produces and distributes.

NBC Universal believes that attracting and retaining the best, most diverse talent provides a secure, powerful, and competitive advantage in the media and entertainment industry. We also understand that an inclusive culture, where employees of all backgrounds can succeed, is each of our responsibilities.

Diversity is not a fad; rather it is woven into the very fabric that is NBCU. From our Affinity Groups to our early career programs to our mentoring programs – diversity can be seen throughout all of our company's programs and properties.

Ideal candidates will possess a 3.0 GPA, strong organizational skills, a great attitude and an interest in diversity within entertainment, specifically television, feature film, digital media and theme parks. NBC Universal is a company wholly committed to diversity and to a culture that stands for respect, tolerance, and inclusiveness.

NBC Universal 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. Formed in May 2004 through the combining of NBC and Vivendi Universal Entertainment, NBC Universal owns and operates a valuable portfolio of news and entertainment networks, a premier motion picture company, significant television production operations, a leading television stations group, and world-renowned theme parks. NBC Universal is 80%-owned by General Electric and 20%-owned by Vivendi Universal.

Internships (non-paid; academic credit is required) are offered throughout the year at the Los Angeles office located on the lower lot of Universal Studios. Interns will be given ID badges and parking access to Universal Studios. Workstations, including PC, printer, photocopier/scanner are provided. Interns are also assigned their own nbcuni.com email account for the duration of their internship.

Qualifications and/or special skills required:

- MUST exercise strict level of confidentiality
- Strong organizational skills
· Excellent communication skills, both written and oral

· Ability to comprehend tasks in an expedient manner

· Must be able to multi-task

· Self-starter/initiative, willing to assist with tasks assigned

· Problem-solving skills, able to think quickly and work well under tight deadlines

· Must be able to work well in fast-faced working environment

· Willing to work overtime (as needed basis)

· Basic computer skills (Microsoft Word, Excel, PowerPoint and Outlook)

· Great attitude! Cheerful and positive demeanor is a plus

**Intern Responsibilities/Job Description include (but not limited to):**

· Provide departmental assistance, includes: EVP, Diversity & Chief Diversity Officer and Company Officer; Executive Assistant; VP, Talent Development; VP, Inclusion & Business Diversity; Executive Assistant; Diversity Communications Specialist; Inclusion & Business Diversity Assistant; Corporate Diversity Page

· Assist with story ideas for iNBCU/diversity (company intranet)

· Assist with shared departmental event calendar & email (West Coast & East Coast)

· Project research

· Assist in the development of diversity-outreach programs for internal & external audiences

· Assist at special events (examples: internal, external, community, industry)

· Assist in breaking press breaks

· Phone coverage and other administrative duties

**FUN STUFF:**

· Comprehensive overview of the work that goes into being a leader in diversity within the entertainment industry and general community
· Shadow one of the industry's and company's top executives
· Read incoming submitted scripts and/or current shows scripts
· Watch pilots/dailies
· Gain exposure to executives across the company, showrunners, filmmakers, and industry and community leaders
· Help plan, organize, execute, and attend special events
· Attend special screenings
· A busy and demanding office that offers a rewarding learning experience and tremendous networking opportunities

**Supervisors:**

EVP, Diversity & Chief Diversity Officer, NBC Universal and Company Officer, GE; Diversity Communications Specialist, NBC Universal; Executive Assistant; VP, Talent Development; VP, Inclusion & Business Diversity; Inclusion & Business Diversity Assistant; Corporate Diversity Page

**Interested Candidates should complete the following (2) steps:**

Step#1: Apply online at: http://www.nbcunicareers.com/internships/coasts.shtml
-- Click "Corporate" -- Save Candidate Reference Number

Step #2: Send resume, cover letter, including Candidate Reference Number to: Laarni.Dacanay@nbcuni.com