

Viacom is actively recruiting for fall and we have 5-6 tape library areas available. Interns must be able to work 2 full days a week for 10 weeks, \$10/hr. Optional school credit.

[Nickelodeon](#) [OPERATIONS](#)

The broadcast operations team manages the delivery of on-air promos, commercials, and episodes while overseeing the operations for all aspects of execution and fulfillment of on and off channel content. This opportunity is perfect for candidates interested in learning about the various departments the library supports within the Kids and Family group. The Operations library intern will leave with an understanding of the library, the promo delivery process from concept to completion and be extensively exposed to the ongoing digital work flow expansion project.

Support the broadcast operations team, assist with collecting material for recycling or archiving of tapes to the main MTVN Concourse Library, digitizing various media, pulling paperwork, and fulfilling audio and video requests for all the Nickelodeon channels. Work with MTVN proprietary systems including OAP, NickPromoView, and AliasWeb as you familiarize yourself with a process that is transferable to all large broadcast companies. Assist with the verification of promos and other media for consistency and guideline adherence.

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[TAPE
LIBRARY](#)

The Library and Media Services Department handles the cataloging and circulation of videotape assets as well as the encoding and related workflows for digital assets.

Assisting with the completion of cataloging projects which consist of entering all new videotape submissions into the archival database. Internship will also include participation in research projects and general tape circulation workflows.

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[TAPE
LIBRARY](#)

We manage the company's physical & digital assets, providing services to all groups who need access to library archives. Interns will gain valuable experience in learning how to use and find material in Alias that can be directly applied to production work.

Daily work flow includes tape circulation, cataloging, research projects, answering phones, record organization and management, tracking and receiving shipments,

- Learning the MTV Networks library archive database application. This is used for almost all library work
- Library projects – Working on catalog records for a specific set of material submissions, participating in our digital encoding process,

research and screening materials

- Tape circulation – Learning to fill orders, refile tapes, and make shipments

Please send a resume to:

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