

VIACOM MEDIA NETWORKS

Viacom
Media
Networks

TAPE
LIBRARY

We manage the company's physical and digital assets and provide services to production and other groups who need access to library archives. Daily work flow includes tape circulation, cataloging, research projects, answering phones, record organization and management, tracking and receiving shipments.

Research and organization of material archives; data-entry of new material; shipping materials between archives.

20% Learning the MTV Networks library archive database application. This is used for almost all library work

50% Library projects – Working on catalog records for a specific set of material submissions, creating manuals, etc.

30% Tape circulation – Learning to fill orders, refile tapes, and make shipments

Nickelodeon OPERATIONS

The Nickelodeon Global Operations group supports several systems which facilitate creation of creatives assets, consumer products, marketing, advertising campaigns as well as a host of digital media. The intern will work primarily with a group who support the digital asset management systems and serve as archivists of off-channel content created by Nickelodeon from the early 1990's to present.

- Asset ingesting, tagging and cataloging of new assets as well as those from other systems such as CRL
- Enhancing metadata on existing assets to improve search
- Taxonomy maintenance
- Maintaining the NickCentral help desk and responding to general site questions/issues
- Work to streamline NickCentral Security Groupings
- The digitizing of high value historical assets to insure their preservation and easy "find-ability" for years to come

The digital asset management system and taxonomic structure is an ever-growing organism. We're looking for an analytical thinker that can participate in department discussions evaluating necessary top-down organizational changes as well as come up with creative solutions to problems.

Viacom is one of the world's leading creators of entertainment content, with brands that engage and connect diverse audiences across television, online, mobile, games, virtual worlds and consumer products. With more than 160 channels worldwide, Viacom owns and operates favorites including MTV, MTV2, mtvU, VH1, Nickelodeon, Nick at Nite, TV Land, Comedy Central, Spike, CMT, MTV Hits, MTV Jams, Tr3s, GameTrailers, VH1 Classic, Palladia, Logo, Nick Jr., TeenNick, ParentsConnect, Nicktoons, BET, and Paramount.

A Viacom Internship allows college students to work in an innovative, progressive, fast-paced and professional environment. Students are exposed to all levels of the company, which has proven to be an invaluable experience to individuals interested in pursuing a career in the entertainment industry. Viacom is committed to diversifying our organization. Embracing differences is an integral part of our culture, and a key element of our success is creating and maintaining an inclusive environment.

Candidate Eligibility

- Viacom's Internships are paid at a standard competitive hourly rate, so proper work authorization is needed to be employed within the United States.
- Open to college juniors, seniors, masters students and law students. Upon acceptance, we will require a letter from your school confirming you are a matriculated junior, senior, graduate student or law student.
- Internships available: spring, summer and fall semesters.
- Students must be available to work a minimum of two full days per week; some areas may require additional days.
- Requires a minimum of 10 weeks (no weekends).
- College credit is not required, but we will provide appropriate documentation if necessary.
- Application dates for resume submissions are rolling. See website for specific details.

Viacom Has Internships in the Following Departments*

Business Development
Business & Legal Affairs
Consumer Products
Design
Development
Editorial
Finance
Human Resources
Information Systems & Technology
International
Marketing
Market Research
Music & Media Licensing
Music & Talent
National Advertising Sales
On-Air Graphics
Public Relations
Production
Production Management
Programming
Public Affairs
Special Events
Talent & Casting
Tape Library
Web/Digital/Multimedia

To apply, please visit viacomcareers.com & click on "Internships". *Other departments available. For a complete list of internships, visit our website. [Facebook.com/ViacomInterns](https://www.facebook.com/ViacomInterns) @ViacomInterns [Instagram.com/ViacomInterns](https://www.instagram.com/ViacomInterns) [Viacom College Relations](#)
EOE/M