

censTime Inc. International Licensing & Development

Content Management Intern

About the Partnerships, Licensing and Syndication Group

PLS spearheads Time Inc.'s brand expansion around the globe in print, online, video, and more through innovative partnerships with some of the world's most important media companies, as well as traditional licensing and syndication deals in the U.S. and overseas. PLS builds on the editorial excellence, expertise, and integrity of Time Inc.'s iconic brands by creating or extending products and services ranging from print, web, mobile, and social to native, video, events, and education in more than 170 countries on six continents.

About the Internship

Our internship provides a professional experience in a working environment. Internship exposes candidate to a team building atmosphere and offers a learning opportunity in operations, including, but not limited to:

- Writing professional emails
- Time management
- Reporting & presenting
- Meeting etiquette
- Maintaining deadlines
- Video Distribution

Requirements

Ideal candidate is a recent grad or junior/senior student, majoring in production/operations is preferred. Applicants must have astute attention to detail and be highly organized with an ability to successfully prioritize and multitask. Computer proficiency essential and must have solid working knowledge of the Macintosh platform, Microsoft Office and familiarity with Adobe products, including Photoshop and Indesign. Basic video editing in Premiere Pro and transcoding in Adobe Media Encoder is a plus.

Responsibilities

- Fulfill photo request from licensees by downloading content from internal servers as well as compressing, encrypting, and uploading files on FTP.
- Monitor all internationally published magazines and websites for proper photo usage, quality level, and adherence to copyrights and trademarks.
- Prepare and send packages to international partners on weekly basis
- Open, track, and archive domestic and international magazines
- Distribute international magazines to respective Editors and Art Directors
- Archive digital content.
- Assist with invoice/vendor set up forms with photo agencies and photog.
- Execute special projects as assigned by supervisor, including designing, scheduling, preparing presentations and packaging.