

MEMO

To: Professor Ellis ,

From: Jina Lee

Date: Feb 17, 2015

Subject: Job Application Research, entry level engineer or technician at NBC universal O&T
(Internship program)

Executive summary

This is research memo preparing resume for C2C Internship Summer 2015 - O&TS NYC at NBC Universal. According to job ad, this NBC Universal Operations & Technical Services internship program gives opportunities to experience positions depending on your skills and interest, and team project in the company. Because most of the companies require few years' experience, I am not qualified to apply for jobs as a full-time engineer yet. Therefore, I decided to apply for internship program and did some research on the NBC universal and compared required skills or degree for the internship with mine. NBC Universal operates some kinds of television network, so they are looking for interns related to technology major which I have been studying.

Job Listing:

Job Number	18130BR
Job Title	C2C Internship Summer 2015 - O&TS NYC
Posting Category	Intern & Pages
Career Level	Co-op/Intern
Location	New York, United States
Responsibilities	NBCUniversal Internships are available in below fields: Emerging Technology/Media Labs Engineering Information Technology Content Preparation & Management (Media Operations Group) East Coast TV Operations

Qualifications/Requirements

- Currently enrolled in a Bachelor's, Master's, or Associate's degree program focused on a technical field (electrical engineering, computer science, Film/TV production, digital media technology, telecommunications, or related major)
- Cumulative GPA of 3.0 or above
- Previous internship or work experience

Link:

<https://sjobs.brassring.com/TGWebHost/jobdetails.aspx?jobId=238008&partnerid=25354&siteid=5108&codes=AD007>

Company Background:

In the early years of the twentieth century, NBC and Universal began creating motion picture production and distribution, location-based entertainment, and radio and television production and broadcasting. Today, as one company under the ownership of Comcast, NBCUniversal continues to build on this legacy of quality and innovation and is the world's leading media and entertainment companies in the development, production, and marketing of entertainment, news, and information to a global audience. NBCUniversal owns and operates a valuable portfolio of news and entertainment television networks, a premier motion picture company, significant television production operations, a leading television stations group, and world-renowned theme parks. Operations & Technical services in the NBCUniversal is an international team of roughly 8,000 employees who make up the backbone to NBCUniversal. From the studio operations teams that provide the props, wardrobe and any other needs for successful productions to the technologists who build, maintain and advance the technology infrastructure for both day-to-day operations and broadcast/content distribution to the Page Program, dining services and even graphic artists — O&TS does it all to keep NBCUniversal running.

Description of Position:

The NBCUniversal Operations & Technical Services Internship Program is looking for entry level engineers or technicians to work in several positions: emerging Technology/Media Labs, engineering, Information Technology, Content Preparation & Management (Media Operations Group), East Coast TV Operations. Each fields performs different jobs:

Emerging Technology/Media Labs-Partners and advises various NBCUniversal divisions about emerging technology opportunities by researching and developing creative, advanced technical proof of concepts (POCs), software applications and prototypes in a range of new, emerging media and consumer technologies.

Engineering -Innovates, integrates and supports the systems that enable NBCUniversal's production, editing, distribution, and newsroom operations.

Information Technology -Focuses on maintaining and improving the company's core infrastructure in today's rapidly evolving digital world, while also serving as a strategic partner to our TV, film and theme park businesses as they embark upon their paths to digital business innovation.

Content Preparation & Management (Media Operations Group) -The integrated content management, broadcast preparation, and multi-platform distribution of all NBCUniversal cable and network content.

East Coast TV Operations -Technical solutions, construction, and support for the studio productions and distribution of television content.

Since this is internship program, it is not required veteran, or several years' work experience, but it is required some technical knowledge and degree (electrical engineering, computer science, Film/TV production, digital media technology, telecommunications, or related major). The internship lasts for 10 weeks and it gives opportunities to learn some skills in the television broadcasting industry and to work together as a team in real industry.

My Preparedness for This Position:

Since I have studied electrical field for two years and telecommunication field for 1 year, I think that this internship program is good for my first work experience. Some fields they are looking for requires technical knowledge or skills related to electrical engineering, computer science, digital media technology, or telecommunication. During my college years, I have taken some classes studying that kind of subject from electrical circuit, and digital systems in electrical department to networking, and data communication in telecommunication department. Moreover, the degree I currently enrolled is BTech degree, so I have much experienced hand-on work with tools from hardware such as oscilloscope, spectrum analyzer, and tims to software such as c, c++, matlab, and multisim. I especially interested in Content Preparation & Management (Media Operations Group), and East Coast TV Operations, because Content Preparation & Management field deals with broadcast preparation, cable, and network which are I have studied most of time. Also, east coast TV operation field work to support for the studio productions and distribution of television content which is the most interesting part to me, so I think I can learn and work with passion and eagerness.