



For more than 25 years, TransPerfect has provided comprehensive language and technology solutions to help our clients communicate and conduct business more effectively in a global marketplace. Equipped with a quality management system certified to both the ISO 9001:2015 and ISO 17100:2015 standards, TransPerfect provides a full array of language and business support services, including translation, interpretation, multicultural marketing, website globalization, subtitling, voiceovers, staffing services, e-learning and training, and legal support services. TransPerfect also offers a suite of next-generation technologies that significantly reduce costs and improve consistency throughout the translation process, making TransPerfect the vendor of choice for the world's leading multinationals.

With annual revenues of over \$615 million, TransPerfect is the world's largest provider of language services and technology solutions. From offices in more than 90 cities on six continents, TransPerfect offers a full range of services in 170+ languages to clients worldwide. With an unparalleled commitment to quality and client service, TransPerfect is fully ISO 9001 and ISO 17100 certified. TransPerfect has global headquarters in New York, with regional headquarters in London and Hong Kong.

Internship in Creative Production

Position Summary:

Opportunity to shadow and work alongside the Creative Producer at our Barcelona city centre offices. TransPerfect is a leading provider of global business solutions, working with 95% of the Global Fortune 1000. Here we have TransPerfect Studios which includes media, digital & creative departments and we offer digital strategy, creative development, production and much more. Working with our in house and partner studios we offer creative solutions to our clients from concept to delivery.

Position responsibilities:

- Production assistance
- Administration support, data entry, content management, raising purchase orders and office co-ordination
- Assisting in organizing live action shoots for various projects either in our studios or other external locations
- Updating the vendor trackers and project trackers and filling projects factsheets upon completion of projects
- Generating kick off emails based in the producer's brief & scheduling
- Formatting and prepping scripts

Essential skills and experience required:

- Be able to sign an internship agreement with your University
- Be enrolled in the last year of your studies
- Media Production/TV/Advertising related studies
- Production experience in an advertising agency, production or post production is a plus but not essential
- Excellent written and verbal English communication skills, other languages would be an asset
- Excellent problem solving and analytical skills
- Strong interpersonal skills & effective time management
- Good communication skills and a proactive, can-do attitude

In order to apply, please go to our website: <http://transperfect.com/about/careers.html>