



Deluxe Media is a leading provider of quality subtitling, closed captioning and translation services for major motion picture studios, film festivals, broadcast and cable networks. We have offices in 5 countries worldwide and our clients are some of the largest studios and production companies in Hollywood. We currently have a great opportunity available for:

## **Internship - Junior Production Coordinator**

### **Main Duties:**

- Assist Production Coordinators in the planning and execution phases of the subtitling process, such as searching for available materials, archiving projects and screening reports received from affiliate offices
- Maintain and update the internal database and the internal network
- Convert subtitles from text to image format, in accordance with client specifications for Standard-definition and Blu-ray DVD distribution
- Coordinate the conversion and reformat of DVD subtitles for various broadcast purposes for major Hollywood studios

### **Under the authority of the Production Supervisor:**

- You will be responsible for keeping the archiving for all clients coordinated out of Montreal up to date
- You will ensure that all projects are delivered on time, strictly respecting the deadlines and the specifications set by the studios
- You will communicate with the assigned studio and other internal resources regarding new projects, deadlines, assets and status updates, all the while exhibiting a consistent standard of excellence in all of your business communications
- You will prioritize work in order to manage multiple tasks and simultaneous projects

### **Education, Experience and Competencies:**

- BA degree in Communications / Translation / Arts
- Experience in coordinating and in customer/client service
- Strong English verbal/written communication skills are essential
- Must be strongly proficient with Windows-based operating system, including installation, troubleshooting, and system file support.
- Must have working knowledge of MS Office, Macros, Windows file formats, Unicode text, etc.
- Multi-task oriented
- Extremely detail-oriented



- Organized, priority-focused, dynamic, independent, resourceful
- Team player
- Responds well under pressure of deadlines
- Bilingual English/Danish, English/Swedish, English/Norwegian, English/Finnish, third language a plus

*Deluxe Media is located in the heart of downtown (metro McGill). Our dedicated team is young and dynamic and comes from a variety of backgrounds. If you are interested in an internship in a challenging and exciting environment, then we'd like to hear from you.*

**Please e-mail your résumé to [MTL\\_Recruiters@bydeluxe.com](mailto:MTL_Recruiters@bydeluxe.com) with e-mail subject title:  
"Internship - Junior Production Coordinator"**