

# CMT

## INTERNAL LISTING OF INTERNSHIP DEPARTMENTS / OPPORTUNITIES

*The following is a list of CMT / Viacom Media Networks departments in Nashville with possible internship opportunities available for the upcoming semester (subject to change)*

- **Business & Legal Affairs (BALA)**
- **CMT Digital – Social Media**
- **CORE Services / Facilities**
- **Corporate Communication / PR**
- **Creative Services: Off-Air Design**
- **Human Resources**
- **Music & Licensing Strategy**
- **Music Strategy & Talent**
- **Production Management**
- **Production Operations**
- **Program Planning and Scheduling**

## **Business and Legal Affairs**

**Preferred number of days needed:** minimum of 4 days per week (20 hours minimum per week)

**Preferred major(s):** None but must be a law student, should have an interest in entertainment law (prefer law students in their 3rd year but will consider 2nd year law students)

**Special Skills:** MS Word & MS Excel

**Job Description:** Interns will gain an understanding of CMT's Business & Legal Affairs (BALA) department and its role. Interns will work with all members of the CMT BALA team, observing and/or assisting with various tasks such as drafting basic contracts, summarizing long form agreements, researching legal issues and/or various assignments that will allow one to gain insight into the entertainment law field. Interns will have an opportunity to gain exposure to other CMT departments and personnel. The goal of the internship will be to expose, educate and assist law student interns toward understanding rights issues facing a multimedia corporation such as Viacom Media Networks.

**Department Profile:** CMT's Business & Legal Affairs Department (BALA) supervises the business and legal affairs for CMT. BALA duties involve being responsible for legal analysis and the negotiation of CMT's numerous deals and contracts.

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## **CMT Digital - Social Media**

**Preferred number of days needed:** 5 days (Monday – Friday) / full-time (35 hours/week)

**Preferred major(s):** Music Business, Marketing, PR, Communications, Electronic Media (Juniors and Seniors only)

**Special Skills:** Familiarity with leveraging social media (Facebook, Twitter, etc.) as an effective marketing tool. Strong writing skills. Good working knowledge of Microsoft Office, including Excel, Word, PowerPoint and Outlook mail. Familiarity with Photoshop a plus. Must be able to conduct productive research using the internet. Good organizational, interpersonal, and leadership skills. Knowledge of CMT programming and CMT.com a plus. Problem solving and flexibility. Ability to work in a fast-paced environment.

**Job Description:** The CMT Digital - Social Media intern will assist with the execution of marketing and promotional campaigns across CMT's social platforms focusing on Facebook, Twitter, Instagram, Snapchat, etc. Must keep up-to-date with both country music and pop-culture events. There may be occasional opportunities for a CMT Digital - Social Media intern to cover music events for social posts such as awards shows and various show tapings. Intern will perform other duties as assigned.

**Department Profile:** The Social Media division of Digital department produces digital marketing and promotional campaigns and networking in support of all CMT platforms including its websites, mobile site, TV channels (CMT and CMT Music), and others. The Social Media group works closely with Corporate Communications, Consumer Marketing, Music Strategy and Programming departments to make sure all CMT messaging is consistent across the channel.

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## **CORE Services / Facilities**

**Preferred number of days needed:** Minimum of 3 days/16 hours per week.

**Preferred major(s):** All applicants will be considered (Juniors and Seniors only).

**Special Skills:** Customer service skills required and past experience preferred. Must be proficient with MS Word, Excel, and Outlook. Must have excellent phone skills, interpersonal skills and be eager to learn. Will be in contact with other departments at CMT and must adapt quickly to changing situations.

**Job Description:** CMT's CORE Services department is looking for an individual that is interested in what happens behind the scenes of an entertainment cable channel. Applicants should demonstrate eagerness to become more familiar with office design, space planning, and facilities management. The Intern's principle responsibilities will be to update the Standard Operating Procedures manual, maintain vendor files, and special projects. Some projects will be related to interior design, and applicants interested in this field are encouraged to apply. Secondary responsibilities will include assisting with the Facilities helpdesk and serving as back-up receptionist when needed, answering phones, coordinating department work orders/maintenance schedules, contacting vendors, and assisting with conference and special event setups.

**Department Profile:** CORE Services crafts the look and feel of all Viacom/VIACOM MEDIA NETWORKS offices, including New York, Nashville, Santa Monica, and Detroit. CORE Services manages all Viacom/VIACOM MEDIA NETWORKS office issues related to physical space such as real estate strategy, space planning, design and construction, furniture selection and purchase, moves, mailrooms, reception and building maintenance and operations. CORE Services staff oversee in all locations all facility activities such as receptionists, conference room booking, mail, messenger centers, scan centers, copiers, faxes, pantries, maintenance, repairs, temperature issues, cleaning, keys and building operations. CORE Services partners in all locations with IS&T, Telecom and Production Technologies to ensure coordination of all computer, phone and AV requirements during moves and construction projects. Splashy, daring and lively, our surroundings speak volumes about the VIACOM MEDIA NETWORKS corporate philosophy, our varied products and the energy of the employees who work here. CORE Services continually strives to create a place Viacom Media Networks can call home.

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## **Corporate Communications / PR**

**Preferred number of days needed:** Flexible (16 hours per week minimum)

**Preferred major(s):** Public Relations, Journalism (Juniors and Seniors only)

**Special Skills:** Ability to write press releases and familiarity with AP Style. Use of internet for research, computer software including Word, Excel, Photoshop, PowerPoint, and a media management system like Vocus/Cision, know how to scan and manipulate images.

**Job Description:** Intern will assist department with various daily deadline duties. Will work with photos, make copies, send faxes, and handle various press distributions including weekly television highlights, and departmental mailings. Will work on updating CMT press site and managing news clips on a daily basis. Will research and compile media lists. Will draft press releases and pitch media. Will be involved with CMT programs, awards shows, and special CMT tapings. Will have exposure to music industry clients (publicists, marketing reps, managers) and artists. Will have exposure to local, regional and national media reps and in various internal departments, including CMT social, CMT Radio and CMT.com personnel.

**Department Profile:** CMT Press works with national print, broadcast, and trade publications to obtain coverage of CMT programs, special events, executives and news. The department manages media on-site at special events and tapings. They establish and maintain relationships with media and industry executives. Work with other CMT departments to research and disseminate timely information. The department also plans special events such as red carpets, press conferences, and media receptions.

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## **Creative Services: Off-Air Design**

**Preferred number of days needed:** Flexible, maximum 35 hours weekly

**Preferred major(s):** Graphic Design (Juniors and Seniors only)

**Special Skills:** Must provide a portfolio of design work. Required to have working knowledge of Photoshop. Knowledge of Illustrator, InDesign, experience with HTML, light photography, and retouching is a plus. Have good communication and organizational skills.

**Job Description:** Interns will have exposure to every project that comes into the Off-Air Design department during the semester they are working. They will help develop creative content including print ads, billboards, logos, and digital graphics such as web banners, web page designs, social media graphics, and mobile designs. In addition to design and production responsibilities, they will have the opportunity to observe and learn the various administrative components to working in a graphics department while supporting the Art Director and Manager/Coordinator. They will interact with the other designers and gain experience with the applications they use to create their work. Interns may

also be invited to work with other CMT departments and to participate in various CMT promotional events and initiatives.

**Department Profile:** Off-Air Design is part of the CMT Creative department, which also includes On-Air Design and Promotions. The Off-Air Design team provides visual support and marketing promotion for the CMT Brand and the network's programming in both Print and Digital mediums (Web, Mobile, Social Media). CMT Creative works with internal partners including Consumer Marketing, Integrated Marketing, Affiliate Marketing, CMT Mobile, CMT.com, Ad Sales, Programming, Post Production as well as many others to develop and execute all CMT related marketing, promotional and packaging initiatives.

## **Human Resources**

**Preferred number of days needed:** Minimum of 3 per week / 20 hours per week

**Preferred major(s):** Human Resource Management, I/O Psychology, Human & Organizational Development, Business Management or related (Juniors and Seniors only)

**Special Skills:** Strong communication, organizational and interpersonal skills. Proficiency with Microsoft Word, Excel, PowerPoint and Outlook. Prior office experience a plus. Intern will be exposed to confidential information that cannot be shared with anyone outside of the department.

**Job Description:** Intern will assist Director and Manager with recruitment tasks to include updating employment tracking spreadsheets, intern record management, intern job descriptions, and intern exit interviews. Intern will assist with the internship program, responding to requests for internship applications, alerting candidates of receipt of materials, and helping with other objectives of the program as needed. Will maintain and create orientation materials for interns, freelance employees and staff employees. Will create flyers for Food For Thought series and other programs, and will be the point-of-contact for ongoing work/life initiatives including registration for various programs throughout the year. Intern will assist department with updating bulletin boards with company initiatives, as needed. Intern will assist with various administrative tasks and projects as assigned such as creating monthly newsletter, making new hire packets, and updating channel discount program.

**Department Profile:** The Human Resources team at CMT / Viacom Media Networks Nashville is committed to ensuring the organization is (and remains to be) an employer of choice for the cable industry. From staffing, compensation and benefits to compliance issues, department structure and employee development, the HR team works with each department to recruit, enhance, reward, protect and maintain the highest level team member needed to meet the goals of the organization; all while providing each team member the resources they need to do their job to the best of their ability today, the development to meet their career goals of tomorrow and an environment that allows them to be their best self-every day. In short, the Human Resources department's goal is to partner with each team member and department to help the organization meet its goals.

## **Music & Licensing Strategy**

Preferred number of days needed: 240 hours over a ten (10) week period, 24 hours per week (minimum of 16 hours per week)

Preferred major(s): Music Business (Juniors or Seniors only)

Special Skills: MS Word, MS Excel, Outlook, Internet research experience, excellent organizational skills, and attention to detail. Previous music business preferred.

Job Description: Interns will gain an understanding of Viacom's Music & Licensing Strategy Department and its role within the Business & Legal Affairs division. Interns will work with all members of the Viacom MML teams in the building and at satellite offices, observing and/or assisting with all steps involved in clearing programming, promotions and related materials for CMT/Viacom on-air and off-air initiatives. These steps include, but are not limited to, music publishing and record label research; reviewing and processing synchronization, master, footage and photo licenses; studying program deliverables (music cue sheets, show logs, premise permits and guest releases); and learning about various New Media platforms. New and ongoing department projects may be assigned to interns as needed. Interns will have the opportunity to attend department staff meetings as well as gain exposure to other CMT/Viacom departments and personnel. Interns may also be presented with opportunities to assist with CMT programs that tape in the Nashville vicinity during the term of the internship. The goal of the internship will be to expose, educate and assist student interns toward understanding rights issues facing a multimedia corporation such as Viacom Media Networks.

**Department Profile:** To secure third party clearances for all copyrighted material used by the networks. In addition, keeping track of all the rights associated with our programming for distribution to a multitude of providers.

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## **Music Strategy & Talent**

**Preferred number of days needed:** Minimum of three per week (16 hours per week)

**Preferred major(s):** Music Business (Juniors or Seniors only)

**Special Skills:** MS Word, MS Excel, quick study on new software programs, good organizational and interpersonal skills.

**Job Description:** Interns will attend programming meetings and provide administrative support to the department. Assist in updating video software as well as processing videos for broadcast and online use. Special Projects include assisting with artist media days and performances. Summer interns may be involved in the preparation of annual awards shows. Interns will have occasional contact with artists, record

label representatives and other industry-related companies for the purpose of obtaining materials for use on all CMT media platforms.

**Department Profile:** The Music Strategy department at CMT serves a dual function of industry relations and music video programming. The music responsibilities include obtaining, reviewing, processing and scheduling music videos. Music Strategy staff meets regularly to review and discuss new video submissions from major and independent labels for possible inclusion on CMT, CMT Music, CMT.com and CMT Mobile. This department schedules all video hours on CMT and CMT Music. Staff books artists for various CMT platforms and events, then follows through with the artist and their respective representatives during the event to ensure a smooth experience.

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## **Production Management**

**Preferred number of days needed:** Minimum of 3 per week and 16 hours per week.

**Preferred major(s):** Accounting, Finance, Business, Music Business, Television Production (Juniors and Seniors only)

**Special Skills:** Microsoft Suite (Word, Excel, Outlook), technical knowledge of TV production, Internet research skills, professional phone skills

**Job Description:** Intern will spend their time working on various aspects of budgeting and scheduling for CMT show projects. They will typically spend a portion of their week creating the production management calendars, creating production binders for managers, producers and directors. They will circulate contracts and budget information to all appropriate departments and personnel. May have some exposure to third party vendors. Will assist with scheduling meetings, and will have other duties as assigned. Intern may be exposed to various CMT projects, such as awards shows, live show tapings, and series programming. Interns will interact with internal clients from Programming, Music & Talent, Research, and Production Operations.

**Department Profile:** The Production Management team manages all of CMT's productions: it develops budgets for shoots and events; translate creative goals into workable production scenarios and shoot schedules; research, negotiate, and hire production companies, crew, locations, and equipment; and manage productions to the budget's bottom line. Production Management oversees all aspects of the business side of production. It works closely with the Programming and Creative departments to execute creative goals in the most creative, efficient, and sensible way. It also works closely with the Finance department to ensure that production paperwork is accurate, submitted in a timely manner, and actual expenses are tracked accurately. In addition, it works closely with the Legal department to ensure safety on set and compliance with the network's policies. This is a fun and smart team! Interns will gain versatile set experience and networking opportunities that will help them in any facet of film, video or event production

that they may pursue upon graduation. Successful candidates are inquisitive, organized, resourceful, outgoing, and possess excellent communication skills.

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## **Production Operations (CMT Post-Production)**

**Preferred number of days needed:** Minimum of three per week, 16 hours per week

**Preferred major(s):** Television Broadcasting, Television/Radio Production (Juniors or Seniors only)

**Special Skills:** Some knowledge of television production and post-production equipment and use, understanding of popular graphics programs and file formats, strong computer skills, good organizational and interpersonal skills.

**Job Description:** Intern will divide their time evenly between observing and working in the various areas of post-production. About 25% of their time will be spent helping out with video editing (AVID) needs and learning the video side of post-production. About 25 percent of their time will go to working with audio editing (Pro-Tools). 25% of their time will be in assisting in digitizing, learning the technical side of post-production, including ingest, encoding and file management. The final 25% of their time will be spent learning the administrative tasks that are necessary to run a Post house, including scheduling and client relations. Intern will be exposed to clients in the Programming, Creative Services, Engineering and Graphics departments of CMT, plus external clients from various production facilities.

**Department Profile:** The Post-Production department supports all of CMT's editing requirements. They are responsible for editing and delivering programs, promotional spots and company presentations as well as all encoding needs for web and mobile video. They have 12 video editing bays, 6 audio editing bays, three encoding stations working in both High Definition and Standard Definition projects.

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## **Program Planning & Scheduling**

**Preferred number of days needed:** Minimum of 3 per week and at least 16 hours per week

**Preferred major(s):** Communications with a broadcast/electronic media emphasis (Juniors and Seniors only)

**Special Skills:** Effective Internet research, competent use of MS Office Suite including Word and Excel, passion for television and film, detail-oriented. Must have the ability to sit at computer for long periods of time while doing research or entering data.

**Job Description:** Will assist in every aspect of the work that is performed in this department, including researching scheduled programming on other channels and reporting this information back for competitive placement purposes; learning the mechanics and philosophy behind effective promotional announcement

scheduling; creating and updating reports used for tracking the Video On Demand (VOD) content; will learn how to use the OASIS screening system to view content for timing as well as various other elements that need to be identified before a show goes to air. Intern will assist with various administrative tasks such as filing, answering phones, responding to internal and external client questions as appropriate, and will back-up the department administrative assistant as needed. Additional projects will include organizing and maintaining a competitive notebook, preparing reports on VOD expiration dates, organizing and maintaining Multiplatform planning document, entering promo information using a customized program for Viacom Media Networks, and preparing weekly credit "squeeze" schedules. Intern will be exposed to internal clients including employees from the programming department, Marketing department, Creative/Promotions department and Research.

**Department Profile:** The Program Planning and Scheduling department oversees the long term programming strategy for the network as well as the daily (short term) detailed television schedule. They manage the distribution of the schedule as well, ensuring that every element of the program log (programs, promos, commercials and specialized content) airs as planned. They strategize the roll out of content across all platforms, including VOD, online, download-to-own and wireless. They plan and negotiate all CMT acquisitions, including series, movies and specials. This department works closely with all of the other departments within CMT, making sure that the program strategy is properly communicated, and that its execution is marketed and sold effectively to maximize rating, brand and revenue.