



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 Translator Resources & Training Specialist

Main Duties:

- Provide online training to new and existing freelance translators
- Prepare and coordinate translator feedback and evaluation assignments
- Maintain and organize translator records
- Help freelance translators with troubleshooting and technical difficulties

Under the authority of the Senior Training and Feedback Specialist:

- You will proceed to the online training of freelance translators for Spanish, Brazilian Portuguese, Cantonese, Mandarin Traditional, Mandarin Simplified, Korean, Bahasa Indonesia, Japanese and Tagalog, providing initial training for software use and procedures as well as ongoing training for new formats/procedures
- You will ensure language rules and procedures are followed by all translators
- You will assist in maintaining adequate pool sizes of translators
- You will coordinate feedback for translators, sending assignments to evaluators, analyzing the data and preparing final evaluations
- You will keep all translator records up to date, maintaining confidentiality
- You will provide online Level 1 support to translators, troubleshooting for software problems

Education, Experience and Competencies:

- BA degree or experience in Communications / Translation / Arts
- Proven translation, writing and/or editing skills (strong written communication skills are essential)
- Computer oriented, sound knowledge of MS Office Suite
- Multi-task oriented
- Keen eye for detail
- Organized, priority-focused, dynamic, independent, resourceful
- Team player



- Bilingual English/Finnish, English/Swedish, English/Danish, English/Norwegian, 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 with e-mail subject title: « Internship – Junior Translator Resources & Training Specialist »