



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 Translation Project Coordinator**

### **Main Duties:**

- Assist Translation Project Coordinators in distributing work by e-mail to freelance translators worldwide for features, series or documentaries produced in major Hollywood studios
- Track the process of subtitle translations for films and series using an in-house database
- Track assets (videos and scripts) and communicate with Production Coordinators for status updates
- Coordinate with colleagues on workflow of translators
- Assist in the quality control of translation files

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

- You will choose a combination of translators and proofreaders for all projects assigned to you in the following languages: French, Spanish, Brazilian Portuguese, Cantonese, Mandarin Traditional, Mandarin Simplified, Korean, Thai, Bahasa Indonesia, Bahasa Malaysia, Japanese and Tagalog
- You will ensure that all projects are delivered on time, strictly respecting the deadlines set by the clients (Hollywood studios)
- You will ensure all client/territory specifications have been respected
- You will ensure translators follow established language rules and respect all set procedures according to each type of project
- You will assist in maintaining an adequate number of translators in the language pools
- You will provide technical feedback to translators

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

- Bachelor's degree in Communications, Translation or Arts
- Strong verbal/written communication skills in English are essential
- Computer proficiency, sound knowledge of MS Office Suite
- Ability to multi-task
- Keen eye for detail
- 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 (Italian, German, Brazilian Portuguese, Japanese, Cantonese, Mandarin, Korean, Thai, Tagalog or Indonesian)



*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 Translation Project Coordinator"**