



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 English to Swedish Language Specialist**

### **Main Duties:**

- Performs quality assurance of Swedish subtitle translations
- Responds to translation and procedure-related queries from freelance translators, as well as internal and external clients
- Updates the Swedish language style guidelines and assists in the elaboration and updating of procedural freelancer manuals
- Prepares subtitle files through script cleaning, timing and spotting subtitles, and transcription of audio
- Carries out technical processes on subtitle files in order to prepare them for various delivery formats, including interactive BD, DVD for PAL or NTSC, airline formats, etc.
- Corrects translation files as directed by internal and external clients
- Reviews files translated and proofread by freelance translators, and monitors their strengths and weaknesses
- Proofreads and translates as required
- Transcribes Swedish subtitles from audio
- Translates internal documents such as texts, e-mails and memos , as required

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

- You will work closely with the Project Coordination department to ensure Swedish subtitle files meet Deluxe's quality standards, and will assist them in the formulation of project-specific instructions targeting freelance translators
- You will assist the Translator Resources department in monitoring the pool of Swedish freelance translators, the quality of their work, and their adherence to Deluxe procedures and language guidelines
- You will assist in the ongoing training and development of freelance translators as new procedures are implemented
- You will participate in the streamlining of departmental and office-wide procedures
- You will react quickly and effectively to rush requests from internal and external clients
- You will exercise flexibility as the demands on your skills shift to accommodate client requests

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

- Swedish mother tongue
- BA degree in English to Swedish Translation / Literature / Communication / Journalism



- Strong knowledge of the English language
- Knowledge of other languages is considered an asset
- Affinity for North American cinema and television
- Strong verbal/written communication skills essential
- Computer proficiency, sound knowledge of MS Office Suite (especially Word, Excel and Outlook)
- Flexible and able to multi-task
- Organized, priority-focused, dynamic, independent, resourceful
- Team player
- Responds well under pressure of deadlines and multiple questions

**Testing:**

- Successful applicants will be called in to take a translation test

*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 English to Swedish Language Specialist »**