

## **Internship at Videoplugger Limited 2010 - 2011**

Videoplugger Ltd. is a growing company with an international team of young professionals and the work environment is busy and informal.

Language for sending CVs: English

Intermediate level of English requested to cover all the positions.

Position is unpaid. Other funding necessary.

### **Requirements:**

The candidates will be motivated by the opportunity to learn new skills and gain experience in their chosen field, we are looking for people with enthusiasm; good focus on detail; social; good work ethic; great communication skills, and that have a positive attitude.

Computer literacy and the ability to speak a second European language are essential.

The positions available are in the IT/Audio visual Department, Administration Department and Marketing Department, therefore, work experience or education background in those fields will be necessary.

The trainee will be involved in several **activities** within this company, including but not limited to

- For **Marketing role:**
- Contribute to the process of improving the services of the company by working in its digital platform.
- Work in the database of the company publishing digital material.
- Search for new market possibilities for the company and expanding the Market base of the company using language skills (Market Research)
- Dealing with clients and providers.
- Other general duties as required

### **For IT/ Technical /audiovisual role**

- Continued design and development and improvements of Videoplugger.com and our B2B platform www.mmnc.net and its applications such as php, c++, perl, java, html applications.  
The person has to be able to configurate and manage networks  
Good knowledge of hardware and laptops  
General knowledge of all kind of software as OS (Windows, LINUS and Mac OS)  
Desktop publishing suites ( microsoft office, open office)  
Appreciated any knowledge of video editing and post production
- Preparation of Showreels including videoediting /compressing digital delivery, dubbing of video contents on various physical support ie:DVD/CD/MINI DV
- Work in the database of the company publishing digital material.handling different kinds of compressions/codecs like mpeg2, mjpeg, sorenson g and others.  
The trainee might also be occasionally involved in the setting up and maintaining of hardware and software required for the various activities of this company. In the Latter part of their training, they might be involved in managing technical and editorial sides of smaller projects

such as the production and direction or video coverage of events, interviews and other kind of video production. Depending on the level of skills of the individual their areas of responsibility will vary.

- For **Administration role:**
- Assisting with Vat invoicing.
- Using spread sheets, filing of purchases and sales invoices
- Assisting with credit control.
- Liaison with suppliers regarding queries on their accounts.
- Entering data in accounting software, SAGE and Quickbooks.
- Other general duties as required.

Please note all positions are un-paid, and priority will be given to those candidates who can start without delay, interviewing will begin immediately.

Let me know if you have in this moment students with any of these profiles. If you need any other information, please, do not hesitate asking me. Many thanks.

Useful links:

- Company website:
  - [www.videoplugger.com](http://www.videoplugger.com)
- Company Blog:
  - <http://new.videoplugger.info/>
- EU Funding
  - [http://ec.europa.eu/education/lifelong-learning-programme/doc82\\_en.htm](http://ec.europa.eu/education/lifelong-learning-programme/doc82_en.htm)