



Internship Program Outline

1. Position Information	
<p>Summer Intern</p> <p><i>Position Type: Full-Time, Paid Internship</i></p> <p><i>Schedule: 9 am to 6 pm, Monday to Friday</i></p> <p><i>Duration: June 11, 2018 through August 17, 2018</i></p> <p><i>Hourly Rate: \$12.00</i></p> <p><i>Openings: 1 (One per department)</i></p>	<p>Area: Legal</p> <p>Department: Legal</p> <p>Supervisor: Vanessa Travieso</p> <p>Location: Coral Gables</p> <p>Space: To Be Determined</p>
2. Responsibilities (List the most important activities performed)	
<p>Projects:</p> <ol style="list-style-type: none"> <i>1. Assist in the clearance and due diligence review of ongoing original production programming for Latin America, including Brazil.</i> <i>2. Drafting form agreements, amendments, letters, and certifications for the Legal Department's internal and external department.</i> <i>3. Conduct legal research on commercial, contract, intellectual property, labor and employment law, and production matters as needed.</i> <i>4. Assist in advertising survey and data privacy survey throughout Latin America.</i> <i>5. Organize cleared original production files and documentation.</i> <i>6. Assist in the maintenance of affiliate file lists and other logs.</i> <i>7. Provide general administrative support to HBO LAG's Legal Department, such as filing documents and creating binders as need be.</i> 	
3. Requirements (List minimum and desirable requirements)	
<p><i>Minimum Requirements:</i></p> <ul style="list-style-type: none"> <i>• Fluent in English and Spanish.</i> <i>• Enrolled in Law School: 1st year and above. An LLM candidate is also eligible. Student must have a minimum of 3.0 GPA.</i> <i>• Highly proficient in legal research and writing.</i> <i>• Candidate should also have communications skills and be detailed oriented.</i> <i>• Good organizational and time management skills (attention to detail/ follow up).</i> <i>• Excellent customer interface/collaborative skills (internal and external) at all levels.</i> <i>• Demonstrated skill in a fast-paced and multi-task work environment.</i> 	<p><i>Desirable Requirements:</i></p> <ul style="list-style-type: none"> <i>• Portuguese is a plus.</i> <i>• Previous relevant career internships.</i>