SUMMER INTERNSHIP PROGRAM

A+E NETWORKS
### OBJECTIVE
The Summer Internship Program is designed to provide students with real exposure to the cable and entertainment industry through a diversified selection of meaningful assignments. The program also serves to provide A+E Networks with talented and qualified students to perform regular and necessary business functions and become potential future employment candidates.

### DURATION
The Summer Internship Program runs for 10 weeks from the first full week in June through the second week in August (June 1, 2020 – August 7, 2020). Internships are typically full time, Monday–Friday, 9AM–5PM, or as designated by the department.

### DEVELOPMENT
- There are mandatory weekly “Lunch & Learns” held every Wednesday in which a representative from various departments will present to the intern group, describing their department, the type of work that they do, etc., in order to provide a well-rounded learning opportunity for the interns.
- Intern Final Project: TBD
- Intern Outing: TBD

### INTERN REQUIREMENTS
- Rising juniors/seniors or graduate students currently enrolled at an accredited college/university and legally eligible to work in the U.S. may apply.
- Students must have a demonstrated interest in the industry and/or specific area of interest (e.g., marketing), as exemplified through past work experience, internships and/or major course of study, and preferably a GPA of 3.0 or higher.
- Applicants will interview in person/telephone/video conference with both the HR department and the host department. Interviews will begin in January and go through the end of March.

### CANDIDATE POOL
We greatly appreciate intern candidate referrals, but for 2020, we will be focusing on selecting a diverse population of interns. We will be working closely with our partners (T. Howard Foundation, Emma Bowen, the PENCIL Program, Opportunity Networks and NAACP) and with career centers of colleges/universities with top media programs.

### STIPEND
Undergraduate: $15/hour based on a 35-hour work week.
Graduate Student: Varies based on experience level, starting at $20/hour based on a 35-hour work week.

### HOW CANDIDATES APPLY
All students interested in our Summer Internship Program should be directed to apply for the available Internship Opportunities on our corporate website: aenetworks.com/careers. Positions will be posted on the Careers section of our corporate website by January 7, 2020. The recruitment process runs from the beginning of January to the end of March.
In an effort to have a successful and seamless recruitment season, we’d like to highlight key steps in the process. Our goal is to have all jobs posted to our corporate site by January 7, 2020, so we can immediately begin recruiting and complete the process by March 31, 2020.

— Managers must submit an Intern Job Requisition Request in Workday by December 6, 2019.
— Requisition requests must be fully approved by December 20.
— Delaying your request will impact the ability to post and begin recruitment.
— Full job descriptions must be completed in the requisition request.
— Budget codes must be filled out; please reach out to your Budget/Finance Manager for the correct budget code.
— You need to identify a primary and secondary manager for the intern; both must be A+E Networks staff employees.
— Hiring managers are responsible for monitoring the progress of the requisition request; we do not have the ability to do this on your behalf.

• Atrium: Interns will be payrolled through the Atrium Staffing. Atrium charges a 21% markup (e.g., payrate $15/hour = $18.50). Interns are eligible for overtime; any hours worked in excess for 40 hours per week is paid at time and a half.
• Please note that there will be a mandatory manager meeting on April 6 at 1PM ET/10AM PT in NY (Boardroom) and LA (Town Hall).
To successfully submit an Intern Job Requisition Request, you must fill out the Job Description field in Workday. Use this example as a guide or copy and edit as needed.

OVERVIEW OF JOB
The intern will work across the Lifetime, A&E and HISTORY Consumer Marketing teams to aid in the planning and execution of on-air and paid media campaigns.

WHAT THE INTERN WILL DO IN THIS ROLE (YOU MUST INCLUDE AT LEAST FOUR RESPONSIBILITIES/TASKS)
The intern will work directly with his/her managers to help bring priority programming across the brands to life. This includes, but is not limited to:
— Assisting in the development and maintenance of marketing documents (briefs, launch docs, performance and timeline tracking docs, on-air planning, creative job requests, deadline charts, etc.)
— Aiding in the paid media planning and buying process
— Acting as a liaison to internal departments as well as outside agencies to gather, deliver and communicate key assets/information
— Attending, participating in, and recapping key meetings (brainstorms, media recommendations, creative kickoff calls, vendor capability presentations, etc.)
— Serving as a point person for competitive insights and innovative marketing/industry trends/opportunities

SKILLS AND QUALIFICATIONS THE INTERN NEEDS

• Knowledge of Word, Excel and PowerPoint
• Solid oral and written communication skills
• Both an analytical and creative thinking mind-set
• Ability to multitask in a fast-paced environment
• A positive attitude and desire to gain experience within the TV marketing landscape
• A true team player!
1. In search window on top left of screen
   Type — “Create Requisition”
   Select Create Job Requisition under Tasks and Reports
   Please take note of the header on the page, it provides details about completing a request via Workday
   **All items must be filled in**

Select the manager that this intern will report into under **Supervisory Organization** (please note that a supervisory organization is needed for a request- if you have no one that reports into you please contact the intern team)
Select **“Create New position”**
Under worker Type, select **“Contingent worker”** from the dropdown menu
WORKDAY REQUISITION REQUEST

Click on the Pencil icon

Select “1” for the number of interns requested *Please note, if your team will be requesting multiple interns you will need to submit separate request for each one*

**Reason:**
- Step 1 – Select create job requisition-new position (Contingent worker)
- Step 2 – Select new position (Contingent worker) > Project based

**Recruiting instructions:** Select post internally and externally

**Recruiting start date** and **Target hire date:** please enter the current date that you are filling the request out on
**Job Posting Title:** Department Name — Summer Intern  
- **For a Graduate student:** Department Name - Summer Intern (Graduate)  
- **For an Undergraduate student:** Department Name - Summer Intern  

Justification box: enter the 28-digit budget code (provided by your finance manager)

**Job Profile:**  
- For a Graduate student Type: Intern MBA [c]  
- For an undergraduate student: Intern Undergraduate [c]  

**Job Description:**  
- Copy paste the description you wrote for the request  

**Worker Sub Type:** Type “Intern”  
**Time Type:** Select Full Time  
**Primary Location:** Select NY-235, NY-227, Stamford, or Los Angeles (where the intern will be seated)  

*Note final seating assignments are determined based on space availability by Office Services closer to the start of the program*
**WORKDAY REQUISITION REQUEST**

**Company:** Select - A+E Contingent  
**Cost Center:** Type your department name in the text box

Enter the following information as per the text box below:
- **Supplier:** Atrium  
- **Currency:** USD  
- **Pay rate:** the rate to be paid to the intern ($15/hour for Undergraduates // $20/hour for Graduates)  
- **Frequency:** Hourly  
- **Maximum Amount:** enter the total of rate of pay plus the 21% onboarding fee ($18.15 for an undergraduate and $24.20 Graduate)

Last page is a summary of all content entered, Review and press submit.