

## Organisational Profile

Time Warner is a global leader in media and entertainment with businesses in television networks, filmed entertainment and publishing. Whether measured by quality, popularity or financial results, our divisions are at the top of their categories. Time Inc., HBO, Turner Broadcasting System and Warner Bros. maintain unrivalled reputations for creativity and excellence. Our enterprise is more than a collection of great brands that are owned under one roof. Time Warner's businesses strive to collaborate to innovate in technology, products and services. Our digital products and services include best selling videogames such as *LEGO Batman*, and *Batman Arkham Asylum*; classic comics such as [DCComics.com](http://DCComics.com); magazines such as Time Inc.'s [People.com](http://People.com), [SI.com](http://SI.com) and [Time.com](http://Time.com); Turner Broadcasting's [CNN.com](http://CNN.com), and many others. The Time Warner Public Policy office, established in Brussels since the early 90s, is responsible for securing a European public policy environment that allows the company and its divisions to continue to grow. To that end, the public policy team works with administrations, political institutions and industry organizations at EU level and supports equivalent activities at country level.

## Internship Profile

The Intern main responsibilities, besides being involved in some of the day to day advocacy activities of the Brussels Public Policy office, will be mainly focused on two projects

Project 1: help reorganizing our contact relationship management system

- re-evaluate methodology
- update database
- devise strategy going forward

Project 2: help redefine our internal communications strategy

- help writing quarterly report
- work on an updated graphic interface
- devise the best technology going forward

The Intern will also shadow the Head of Office and his deputy in business meetings with Industry Associations and EU Institutions.

## Intern Profile

The successful candidate should have the following requirements:

- team player
- well organized
- self starter, creative, not afraid to take initiatives
- good writer
- strong research, analysis and communication skills
- Excellent computer skills