



Ваш надійний помічник

# Freelance Editorial Assistant Internship: Paid Work

📍 Вишневе (Згуровськ. р-н. Київська обл.),

Компанія: Global Listings

Рубрики: [Реклама, маркетинг, PR](#)

## Побажання до співробітника

Освіта: не має значення

Досвід роботи: не вимагається

## Опис вакансії

GLOBAL LISTINGS: FREELANCE EDITORIAL ASSISTANT INTERNSHIP: PAID WORK

(based in Ukraine + full-time position)

Are you looking for an editorial position after you graduate?

**For the right candidate, we can offer 300 Ukrainian hryvnia** per day, which is equivalent to 6,525 Ukrainian hryvnia an average month plus additionally we will pay you 25 days (@ 300 Ukrainian hryvnia per day) of paid leave (holiday) per year.

## WHO WE ARE

**Global Listings is an established international TV media company specializing in the supply of comprehensive television program information.**

**Our clients and partners are global networks,** TV channels and TV platforms such as:

SONY, SKY TV, NBC UNIVERSAL, SKY NEWS, VIRGIN, DISNEY

**Our services include: metadata editorial creation for TV series and episodes, films, news, documentaries etc. Additionally, the production of TV listings press schedules, EPGs (Electronic Program Guides), highlights and web / VOD content information as well as image management.**

**We are responsible for creating the TV channels' editorial content in 36 languages including English and Spanish. This is what viewers see when they use their remote control to find out what a program is about on the EPG.**

**Read all about us here:**

[www.globallistings.info/](http://www.globallistings.info/)

## THE ROLE

**You will be working on a freelance basis, remotely from your home in Ukraine, connecting to the Global Listings systems via a secure REMOTE SYSTEM. We will provide you with full training; you will need to own a PC or Mac computer.**

**You will need a reliable and fast wi-fi connection at home and also a telephone number (your mobile would be fine). As a company we predominantly use Zoom for day-to-day communications.**

1. Hours of work:  
**35 hours per week / freelance (Monday-Friday, 10 am-6pm, Ukraine time), which is 8 am-4pm UK time**

1. Number of internships

2

1. Salary

**300 Ukrainian hryvnia per day (pro rata) + we will pay you 25 days' holiday @ 300 Ukrainian hryvnia per day (pro rata over a 12-month period, working with us Monday to Friday)**

**(you will be responsible for paying your own taxes)**

1. Length of Internship:

- 24 months in total - subject to a successful 6-month probationary period

1. Role Type:

Editorial

1. Contract type:

Fixed term on a freelance payment basis, Monday to Friday

1. What will the internship offer and what will you learn while you are at Global Listings?

- You will gain skills in:

**Editorial**

**Production**

**Client liaison**

**Quality control**

**Meeting deadlines**

**IT: email, Mac computers, MS Office, design layout etc.**

**Translation processes**

**Account holding / management**

**TV knowledge**

**Communications**

**Admin**

**Teamwork**

This placement would suit graduates of:

**- Media**

- Journalism

- English + **Ukrainian / Languages**

**- Translations Degree**

More details can be found about Global Listings here:

[www.globallistings.info/](http://www.globallistings.info/)

TO APPLY FOR THIS POSITION:

Applications will only be considered if they include all of the following:

Application and below information must all be supplied in English.

**1. A covering letter that tells us why we should schedule an interview with you (taking the above job spec into consideration)**

**2. A current CV**

3. Indication of your availability (eg available to start work immediately or available to start work in two weeks' time etc)

4. Please also highlight in your application if you have used a PC or an Apple Mac computer before and specify whether as a user you are:

- Advanced

- Semi-Advanced

- Basic

**5. Please confirm that you have wi-fi, and provide your wi-fi speed at your house where you will be working from, and also please confirm that you have a mobile phone.**

**6. Please confirm that you accept responsibility to pay any taxes that you are obliged to pay in Ukraine. This will be your**

responsibility as you will be working for Global Listings on freelance payment terms.

**7. If you own a PC or a Mac, please provide the following information:**

- Make & model
- Year of manufacture
- Memory
- Do you have an office? (Word / Excel / Outlook)

To apply please submit the above seven items (and ensure that the email subject field contains "UKRAINIAN INTERNSHIP") to:

PA@globallistings.info

### **Контактна інформація**

Контактна  
особа:

GlobalListings

Адреса:

Вишневе (Згуровськ. р-н. Київська обл.), Parkhall Business Centre 40 Martell Road  
London