



Translation Coordinator

VICE started in 1994 as a newsprint monthly in Montreal and is now a global youth media company that includes print, events, music, online, television, and feature film divisions that operates in over 30 countries. VICE is the industry leader in original video for the web. With dozens of original series franchises across all content categories, VICE publishes about 60 minutes of new video content every day. For further information and additional background, please visit www.vice.com.

OVERVIEW

VICE Media is seeking a Translation Coordinator to manage all translation duties for Vice Media properties. Types of translations include: video subtitles, editorial, user interfaces, print and online banners, and press releases.

ROLES AND RESPONSIBILITIES

- Manage a global network of translators based in the US, as well as in other countries, and continuously grow this network
- Manage a local network of 10+ transcribers & copy editors
- Coordinate translation of all Vice materials into 7 languages
- Copy edit most pieces before sending to international translators
- Ensure that translators receive documents on time and meet deadlines
- Work with postproduction to schedule in house translations of Video content using Final Cut Pro and Annotation Edit
- Format, export and publish all video translations in Annotation Edit, Ooyala and YouTube
- Coordinate the creation of hard subtitles with assistant editors
- Coordinate with Vice's International offices to deliver and activate translations
- Train and supervise translators working in-house on pre-edit footage
- Maintain Google docs that track which languages are activated for each video.

QUALIFICATIONS

- Minimum 1 year of post production experience
- Experience working with international organizations
- Delegating, setting priorities and being extremely organized
- Project management experience.
- Translation or Subtitling experience is a plus.
- Must be bilingual in a major language
- Outstanding attention to detail and proven ability to manage multiple projects
- Knowledgeable and passionate about all facets of VICE
- Creative problem-solving skills and a commitment to execution of task
- Computer literate with Macintosh Apple systems and other digital marketing systems

COMPENSATION

VICE offers a comprehensive benefits and compensation package that is commensurate with experience and abilities.

HOW TO APPLY

Please send a detailed cover letter, resume and salary requirements via email to vicecareers@vice.com, and reference "Translation Coordinator" in the Subject line.

EOE