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Amaze the world.

## Business Affairs Intern

### Job Summary

Imagine what you could do here. At Apple, new ideas have a way of becoming phenomenal products, services, and customer experiences very quickly. Bring passion and dedication to your job, and there's no telling what you could accomplish.

In the Marcom Business Affairs (BA) Internship role, you'll be immersed in the everyday processes and responsibilities of a business affairs professional in an in-house agency/design studio. You'll assist the BA team in maintaining industry relationships, securing rights and clearances in connection with the marketing of apps and other third party content, and streamlining internal processes.

You'll learn the skills necessary to evaluate business risks, estimate and negotiate fees for union and non-union talent, curate and clear third party content, and much more. Best of all, you'll gain exposure to a broad range of Apple products, services, and groups across the company, including Developer Relations, App Store, Public Relations, Legal, iTunes, Beats, Apple Music, and GEO teams.

Dynamic, smart people and inspiring, innovative technologies are the norm here. Will you join us in helping craft solutions that do not yet exist?

### Key Qualifications:

Ideal candidates will have a highly collaborative attitude and the ability to keep communication flowing efficiently in a fast-paced, ever-changing environment. Key qualifications include:

- Self-starter with a demonstrated ability to prioritize and manage multiple projects with a high level of detail and accuracy
- Knowledge and understanding of Apple technology and services (iPhone, iPad, Apple Watch, apps, Mac, iCloud, etc.)

- Strong communication skills, a calm approach, and the ability to maintain grace under pressure
- Demonstrated ability to be effective and to exercise influence in a complex organization; exercising sound strategic, legal, and business judgment in challenging situations independently and proactively
- Excellent written communication and interpersonal skills with the ability to work effectively with employees and staff at all levels
- Excellent problem-solving skills and pragmatic legal judgment
- Proficient working knowledge of Keynote, Numbers and Pages.
- Professional demeanor and ability to represent the department appropriately, internally and externally.
- Ability to laugh at yourself and a good sense of humor

### **Description:**

- Assist BA asset owners in securing marketing rights from third parties
- Help monitor and ensure compliance with procedures and policies with vendors, talent, licensing and publishing
- Facilitate internal communication between teams so projects are moving forward (flag local legal issues, content constraints, timing, etc.)
- Maintain communication with team leads to make sure information is flowing properly, action items are clear, and issues are escalated at the right time and to the right people
- Manage weekly music curation for quarterly planning
- Update and maintain Business Affairs training hub (ConnectMe)

### **Education:**

Currently enrolled in a Bachelor's or Master's program in a related field of study during time of internship (recent grads not applicable). Studying Business or Marketing preferred.

*Apple is an Equal Employment Opportunity Employer that is committed to inclusion and diversity. We also take affirmative action to offer employment and advancement opportunities to all applicants, including minorities, women, protected veterans, and individuals with disabilities.*