



USC University of
Southern California

DMG Talent Development Program

Beijing, China

DMG, collaborates with USC Beijing Office, launches Talent Development Program through which you can get the chance to *see Hollywood from the inside*. Candidates recommended by USC Beijing will be prioritized into early consideration.

Basic Information:

Location: Beijing

**Opportunities for business trips between Los Angeles and Beijing.*

Job type: Fulltime

Department: Operations Office of the CEO department

How to apply:

Please send your resume to beijing@usc.edu with email subject: DMG Talent Development Program + your name + University

USC Beijing Office

Room 601, Jinguang Center Office Building
Hujialou, Chaoyang District, Beijing, China 100020
Tel: +86 10 5994 4929
Email: beijing@usc.edu



Application Eligibility

- College students or recent college graduates, different start dates will be arranged
- Open to both Chinese nationals and international candidates
- This program opens to students of any major who are passionate about Film industry including marketing, financing, law, Human Resource, etc.

About DMG

DMG is a global **entertainment and media company** with diverse holdings and operations across motion pictures, television, comic book publishing, gaming, next-gen technology and location-based entertainment. The studio's films include the critically acclaimed sci-fi time travel hit **LOOPER** and the global blockbuster **IRON MAN 3**. Later this year, DMG and James Cameron will bring **TERMINATOR 2** back to the big screen in an immersive 3D special edition. DMG also produced some of China's most popular TV series, including top rated **ALL QUIET IN PEKING, LOVE IS LIKE DIAMONDS, THE ADVISORS ALLIANCE, JADE LOVER, UNDERCOVER**, etc.

Program Highlights:

1. Work directly with Hollywood insiders and elites in every key process in the entertainment industry;
2. Able to learn and practice different disciplines including financing, production, marketing, strategic planning;

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3. Obtain mentoring from senior staff in DMG;
4. Opportunities for business trips between Los Angeles and Beijing ;
5. Get involved in ongoing projects and appraisals;
6. Absorb all the knowledge needed to get a head start to taking it to the next level of your career in this industry.

Responsibilities:

1. Support all administrative aspects of a project including the following to ensure the project team can meet project deadlines and deliverables;
2. Proofreading and editing documents;
3. Arranging meetings and schedules including travel arrangements as necessary;
4. Preparing project set up forms and coordinating with finance and marketing to ensure timely creation of project numbers as appropriate;
5. Participating in the invoicing process including preparing reports and gathering information to support timely collection of accounts receivable;
6. Reviewing and understanding contract requirements related to billings and collections;
7. Disseminating relevant project information to key stakeholders;
8. Assisting in the preparation of meeting materials including reports, schedules, presentations, agendas and other materials as necessary;
9. Attending meetings, taking and distributing meeting minutes, supporting the development of resource plans and schedules, and archiving project documents;
10. Providing other support as requested.

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Qualification:

1. Strong communication skills, both verbal and written in Mandarin Chinese and English;
2. Must have knowledge of Business Correspondence;
3. Knowledge of standard filing procedures;
4. Must be multi-task oriented in a fast pace environment;
5. Must have specific knowledge of Microsoft Office, Windows and Mac OS systems.

DMG Official Website: <http://www.dmg-entertainment.com/>

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