

Quicksilver

Translate Internship Programme



INTERNSHIP PROGRAMME

For graduate students of translation

3-6 month programme with Quicksilver Translate, a Barcelona-based translation company, specialising in technical translations and audiovisual services.

Acquire experience in:

Translation

Proof-reading

Post-editing

DTP

Audiovisual translation

Marketing

Work on real projects!

Learn from our experienced, international staff



Please send your application to: stephen@quicksilvertranslate.com

quicksilvertranslate.com

What we're Offering

To native speakers of **English, French, German or Portuguese**, the possibility of gaining experience in the following areas:

- ▶ **Translation** (primarily ES/EN > EN/FR/DE/PT) using CAT tools (**MemoQ**)
- ▶ English-language editing, specialized in **academic editing** (copy-editing and proofreading)
- ▶ Applying **style guides** to texts (The Chicago Manual of Style, APA, AMA, European Commission, etc.)
- ▶ Quality assurance
- ▶ **Extracting text** from websites for quoting and/or translation
- ▶ **Converting PDF files** to editable formats and preparing them for translation
- ▶ Getting involved in **linguistic projects** for a wide variety of clients and industries (academic, travel & tourism, food, cosmetics, medical/pharmaceutical, legal, financial, etc.)
- ▶ Creating, editing, and manipulating **translation memories** and term bases
- ▶ Some interaction with **clients**
- ▶ Basic **database management** (data input and enrichment)
- ▶ Editing and adding to the company's internal procedure handbook
- ▶ Writing for the company's blog
- ▶ Helping select new providers
- ▶ Contacting universities for future interns

Remuneration

- ▶ No remuneration for undergraduates
- ▶ €200/month for graduates (must have finished translation or languages degree)
- ▶ €400/month for post-graduates (must have completed master's degree in translation or related subject).
- ▶ An additional €250/month to help with accommodation for candidates who wish to move to Barcelona for the internship

Requirements

Candidates must:

- ▶ Be native speakers of English, French, German or Portuguese
- ▶ Be fluent speakers of English and Spanish (if not native)
- ▶ Be available for a minimum of three months, full-time (eight hours per day)
- ▶ Be available for an interview with management
- ▶ Have their own PC (not Mac, as it is not compatible with our translation software)
- ▶ Have broadband access to the internet
- ▶ Have Skype installed on their computer – this is our main communication channel



Other requirements:

- ▶ Experience with MemoQ or similar
- ▶ Ability to work well under pressure and on tight deadlines
- ▶ Strong communication and presentation skills (written and oral)
- ▶ Advanced knowledge of Office (Word, Powerpoint, Excel)
- ▶ Experience in the industry a plus
- ▶ Other languages a plus
- ▶ Knowledge of InDesign, Adobe Illustrator and Wordpress also a plus

The entire Quicksilver team will be working from home for the foreseeable future, so interns can come and live in Barcelona or carry out the internship from home (online). For those living nearby, we do an office day (meetings, training, lunch together) at least once a fortnight in Sant Cugat.

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