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**FAQ: Placement Students and Interns**

# Who we are…

Transmission Übersetzungen GmbH is a translation services provider with 25 employees based in Stuttgart, southwest Germany.

We have two in-house teams:

* Project managers who organise and deliver multilingual projects.
* Two in-house translation teams, one translating from English to German and the other from German to English, as well as around 300 freelance translators from and into various languages.

# What are the tasks of the two different in-house teams?

* Translator:

Responsible for translating texts or projects into English while following the in-house workflow and using a variety of translation tools. Linguistic tasks may involve translating, post-editing, terminology work, query management, reviewing and proofreading, PDF checking and implementing customer feedback and preferences.

* Project Manager:

Responsible for managing deadlines, quality and budgets for translation and localisation projects, communicating with customers, preparing quotations, managing the production cycle and the delivery of translations taking into account customer requirements and feedback, and ensuring that the commercial and business aspects of the projects are handled professionally.

# What kind of content does Transmission translate?

Our translations range from basic Microsoft Word files into one target language right through to end-to-end management of multilingual (target) localisation projects. Most of our customers are technology based. Their business is in the automotive sector, mechanical or electrical engineering, manufacturing, software development or investment banking. We also produce translations with finance, legal or marketing content.

# Which language combinations does Transmission work with?

We handle multilingual projects in the 24 EU languages, but also Brazilian Portuguese, Canadian French, Russian, Chinese, Japanese, Korean, Thai, Vietnamese, Arabic and Hebrew, which are usually translated from German or English as the source language.

Our most important language combination is German to English.

# Who can apply for work placements or internships?

Native English speakers studying German, or another subject combined with good to excellent knowledge of German, who would like to spend one or more terms in Germany on placement (as a course requirement) or a period as an intern (outside their course requirements) are welcome to apply. This is a great opportunity for language students to gain hands-on job experience and improve their spoken language proficiency at the same time.

Several of our current employees started on a mandatory placement or internship in our company and have now been part of the team for a number of years.

Of course, we also welcome job applications from final year students (BA or MA) who are looking for an entry-level position as an in-house translator or project manager.

We may also be interested in other language combinations and subject areas.

# How long are the placements/internships?

This depends on the candidate and their courses at university. For example, we can offer 6-month or 12-month work placements. A student’s specific situation can usually be accommodated.

# How much are placement students/interns paid?

Interns

Pay depends on how long interns are with us and on their qualifications, such as language proficiency, translation test results and previous experience, for example in working with CAT tools.

German social security law defines interns as 'working students' (Werkstudenten) because they are still enrolled in full-time education.

We welcome students to come for less than four weeks as an opportunity for introduction to the localisation industry and to explore whether they might like to work in this industry after graduation. These 'taster' internships are not paid, but talented students with potential as future employees may be sponsored by the company in some way.

For full-time internships from four to twelve weeks, we pay subsistence between €100 and €300 per week depending on the individual’s qualifications.

For full-time internships of more than twelve weeks, German law requires that working students are paid like employees. These students are registered in the German social security system and enjoy full health insurance benefits. Salaries range from €20,000 to €24,000 p.a. (pro-rata) depending on language proficiency, translation test results and previous experience, for example in working with CAT tools.

The same salary range applies to final year students who are looking for an entry-level position as an in-house translator or project manager after graduation, with excellent opportunities for career progression.

Mandatory placements

Mandatory placements arranged by universities are often funded by Erasmus grants. Under these arrangements, students are not usually registered in the German system because they remain in their home country's social security and health insurance system. Mandatory placement students receive subsistence payments of €1,200 per month.

# How can I apply for a work placement or an internship?

* Application by email to catherine.rushton@tmuebersetzungen.de and andrea.kunze@tmuebersetzungen.de with your CV, which should include your country of birth, your education from primary school onwards plus your language and software skills
* First interview by Skype or telephone.
* Second interview in the UK including test translation.