COM Career Services Messenger

Welcome back.
Still looking for that perfect internship or job for the spring or summer semester?
This is the newsletter for you. Find jobs, internships, scholarships, and conferences
every Thursday in the *COM Messenger*.

Also look at our NEW office and resume hours below.

COM Career Services Office
640 Commonwealth Avenue
Boston, MA 02215
COM Room 201
(617) 353-3490
FAX: (617) 353-7111
www.bu.edu/com-csc
comjobs@bu.edu

COM Career Services Office Hours
Monday: 9:00a.m.-6:00p.m.
Tuesday: 9:00a.m.-4:45p.m.
Wednesday: 8:00a.m.-6:00p.m.
Thursday: 9:00a.m.-5:00p.m.
Friday: 3:00p.m. – 6:00p.m.

Resume Hours
Monday: 1:00p.m. – 6:00p.m.
Tuesday: 12:30p.m. – 3:30p.m.
Wednesday: 8:00a.m. – 1:00p.m., 3:00p.m. – 6:00p.m.
Thursday: 12:30p.m. – 5:00p.m.

Jan. 17, 2007

I. Announcements II. Internships III. Jobs

**I. Announcements**

VAULT Holds Your Gold in Careers
Unlock VAULT – the online career library that allows you to download industry and career guidebooks.
Access 3,000 + Vault Company Profiles including reports on top employers, company overviews, hiring
information, and up-to-date surveys from interviewees and employees. Access VAULT on the COM

Professional Grant Proposal Writing Workshop
Feb. 20-22
Harvard Medical Center
This 101 course is an intense introduction to the process, structure, and skill of proposal writing.
Interactive exercising and lectures are included in the course. This is for the beginner and intermediate
writer. Grants 101 consists of three courses completed in the three day workshop: 1) Fundamentals of Program Planning, 2) Professional Grant Writing, 3) Grant Research.
All participants will receive certification in professional grant writing. Call 888-824-4424 or visit www.thegrantinstitute.com. The tuition is $597.00. Register online, by phone, or by e-mail at info@thegrantinstitute.com.

II. Internships

General Communication Internships

Media Intern
National Student News Service
Description:
The news service is an online effort to improve campus journalism nationwide. They are interested in producing and promoting stories that apply national news to the national student body, exploring the things students do on campus, and investigative journalism. Students produce all of their content and members of the staff decide their own news article topics.
Pay: n/a
How to Apply:
For more information contact Anne at anne@nsn.org. Please be prepared to submit a 500-word writing sample.

Radio Intern
Entercom
Boston, Springfield, or Providence
Description:
Entercom’s program allows students to experience firsthand work in radio broadcasting. Internships are available year-round for 12 to 15 hours per week. Internships are available at WAAF-FM, WEEI-AM, WMKK-FM, and WRKO-AM in the following departments: promotions, programming, sales, business office, and Web development.
Pay: unpaid
Qualifications:
Enrolled in a college or university and receiving college credit
How to Apply:
For an internship in Boston or Springfield, send cover letter, resume, and application to gotgame@weei.com. For an internship in Providence send materials to provjobs@entercom.com. Applications can be found at www.entercom.com/pages/jobs.html.

Operations and Customer Service Intern
Massachusetts Department of Environmental Protection
Wilmington, MA
Description:
The Department is a state agency responsible for ensuring clean air and water, the safe management of toxics and hazards, the recycling of solid and hazardous wastes, the timely cleanup of hazardous waste sites and spills, and the preservation of wetlands and coastal resources. This job is part-time, 2 to 5 days a week.
Pay: Academic credit
Qualifications:
Anyone interested in government, and/or environmental issues.
Responsibilities:
Research
Update outreach and mailing database
Writing and editing memos
Managing files
Service center tasks
Assisting in various operational tasks

How to Apply:
Send resume to Racheal O’Brien, program coordinator, at racheal.obrien@state.ma.us, 978-694-3316. Submit by Jan. 31.

Film Internships

Television Intern
Boston Red Sox Television and Video Production Department
Description:
Learn about the production of live sports entertainment. The internship starts in late-March and goes through the end of the 2008 baseball season.

Qualifications:
Genuine love of baseball

Responsibilities:
Camera operations
Replay operation
Video editing
Computer graphics

How to Apply:
Send cover letter, resume, and resume tapes to Sarah Logan, manager, video and scoreboard operations, at slogan@redsox.com or at:
Boston Red Sox
4 Yawkey Way
Boston, Ma 02215

Administration/Marketing Outreach Intern
Boston Jewish Film Festival
Description:
This is a nonprofit, year-round film-presenting organization with a large annual fall festival. The position will assist with year-round event planning and promotion, while providing office support. The position is for two days a week, 10 to 14 hours per week. Having a car is helpful since the office is not accessible via subway.

Qualifications:
Attention to detail
Strong computer skills (database experience a plus)
Communication skills
Interest in film, programming, and/or arts administration

Responsibilities:
Make and send film dubs to press
Publicize events online
Update press and group databases and develop contacts
Maintain festival press binder
Research/update print sources and consumer video availability through Festival Web and database archive
Update organization’s contact database
Assist with promotional and development mailings
Assistant with organizing events and screenings
Data entry
Research
Correspondence
Management
Review of tape submissions
Sourcing films through Internet, catalog, and other research
Soliciting films from filmmakers, producers, and distributors
Maintaining computer database, hard copy files, and tape library
Pre-screening films and preparing reports and screening notes for the artistic director

How to Apply:
Contact Barbara McGovern, festival producer, at bmcgovern@bjff.org or call 617-244-9899 x 218. For more information go to www.bjff.org.

Public Relations

PR Intern
Morrissey & Company
Boston
Pay: n/a
Qualifications:
Work 16 to 24 hours per week/flexible schedule
Strong written and verbal communication
Highly/computer/Internet literate
Self-directed
Responsibilities:
Client support and office activities
Maintenance of editorial calendars, media lists, and speaking and award opportunities; industry research, writing, and media relations.

How to Apply:
Send resume to Aimee Charest at aimee@morrisseyco.com.

Marketing and Media Relations Intern
Museum of Science
Boston
Pay: unpaid
Responsibilities:
Work on press events
Writing press releases
Assist with administrative tasks focused on marketing strategies and press contacts

How to Apply:
Phone Kate Forrestall, internship program manager, at 617-589-0314.

Media Relations Intern
Freedom Trail Foundation
99 Chauncy St., Boston
Description:
Help the Freedom Trail Foundation celebrate its 50th anniversary.
Pay: academic credit/stipend of $10 a day.
Qualifications:
Junior, senior, or graduation student  
Must have completed a communications course  
Experience writing press releases  
Part-time, 2 to 5 days a week (flexible)

Responsibilities:  
Research assignments for writers and reporters  
Writing and editing press releases and newsletters  
Managing clipping file  
Assisting in various press mailings  
Data input and world processing  
Assisting in meetings and press tours

How to Apply:  
E-mail Mimi La Camera, president, at mlacamera@TheFreedomTrail.org

III. Jobs

General Communication

WEEI-FM Business Development Manager  
Entercom  
Providence  
Development:  
The manager will be in charge of a local team in all aspects of account development and growth.  
Pay: n/a  
Qualifications:  
Pro-active sales professional that can represent our portfolio of sports and digital assets  
Self-starter  
How to Apply:  
Submit cover letter, resume, and completed application to provjobs@entercom.com. Applications can be printed from http://www.entercom.com/pages/jobs.html

WEEI-FM Sales Associate  
Entercom  
Providence, Springfield, or Boston  
Development:  
Entercom will train you for a job in radio sales.  
Pay: n/a  
Qualifications:  
Interest, desire, passion for sales career  
College degree  
Strong communication skills  
Some sales experience preferred  
Responsibilities:  
Provide internal sales support  
Processing qualitative and quantitative marketing data  
Administrative tasks such as filing and database entry  
External sales calls  
How to Apply:
Board Operators/Producers
Entercom
Providence, Springfield, or Boston
Qualifications:
- Minimum of 2 years experience
- Strong communication and organization skills
- Familiar with Audio Vault, Newsboss, digital production, and board operation.
- Experience operating radio-broadcasting console and/or producing an on-air show preferred.

How to Apply:
For a job in Providence submit a cover letter, resume, and completed application to provjobs@entercom.com. For a job in Springfield or Boston submit all materials to gotgame@weei.com. Applications can be printed from http://www.entercom.com/pages/jobs.html.

Street Teamers
Entercom
Providence, Springfield, or Boston
Description:
Represent WAAF, WEEI, WMKK, and/or WRKO in front of the public at on-site promotions and broadcasts. This is a part-time job.
Pay: n/a
Qualifications:
- Reliable
- Responsible
- Mature
- Outgoing personality
- Maintain a flexible schedule

How to Apply:
For a job in Providence submit a cover letter and resume to provjobs@entercom.com. For a job in Springfield or Boston submit all materials to gotgame@weei.com.

Management Positions
Entercom
Providence, Springfield, or Boston
Description:
Entercom is looking for motivated leaders with a history of delivering exceptional results and taking their teams to the next level. Apply for a sales, marketing or programming management opportunity.
Pay: n/a
How to Apply:
For a job in Providence submit a cover letter, resume, and completed application to provjobs@entercom.com. For a job in Springfield or Boston submit all materials to gotgame@weei.com. Applications can be printed from http://www.entercom.com/pages/jobs.html.

Part-Time Mailroom/Office Supply Specialist
Entercom
Boston
Description:
Hours are Monday-Friday 9am to 3pm.

Pay: n/a

Responsibilities:
- Managing all incoming and outgoing mail
- Ordering and maintaining all office supplies and special requests
- Assisting the receptionist with answering calls

How to Apply:
For a job in Boston submit a cover letter, resume, and completed application to gotgame@weei.com. Applications can be printed from http://www.entercom.com/pages/jobs.html.

Account Director
Entercom
Boston
Description:
The director will be a liaison between account executives, clients, and internal operations on the creation and execution of customized multi-media campaigns.

Pay: n/a

Qualifications:
- Attention to detail
- Background working for a full-service advertising agency
- Account management and multi-media experience

Responsibilities:
- Create integrated marketing campaigns utilizing on-air, online, on-phone, on-site, and sports multi-media assets.

How to Apply:
For a job in Boston submit a cover letter, resume, and completed application to gotgame@weei.com. Applications can be printed from http://www.entercom.com/pages/jobs.html.

Account Coordinator
Entercom
Boston
Description:
Work and support the Account Director who is the liaison between the ETM NE AM Account Executives, ETM NE AM Internal Operations, and the Client for Sports Sponsorship Marketing Campaigns and Multi-Media Marketing Campaigns.

Pay: n/a

Qualifications:
- Understanding of presentation and organizational tools such as PowerPoint, Excel, Word, and Illustrator
- Understanding of research and inventory tools such as Wide Orbit, Scarborough, X-Ray, Tapscan, RAB.com, and IEG Sponsorship Value Report.

Responsibilities:
- Execute campaigns
- Report to Account Director
- Oversee/manage implementation and execution of all contract elements
- Support Account Executives in meetings, to plan ETM NE Sponsorship Summit, identify new sponsor inventory, manage execution of Entercom Marketing Model sessions, work on Cluster Wide high-growth developmental accounts.
- Create recaps of client campaigns
- Maintain the sales marketing section of the AM Sales Web site
- Develop a system to update clients weekly on the progress of execution of their campaign
Build and maintain client relationship
Manage hospitality schedule

How to Apply:
Submit cover letter, resume, and completed application to gotgame@weei.com. Applications can be printed from http://www.entercom.com/pages/jobs.html

Digital Sales Account Executive
Entercom
Boston
Description:
Have a job focused on developing advertising and marketing programs utilizing Entercom Boston interactive properties.
Pay: n/a
Qualifications:
Minimum of 4 years experience in media and/or new media sales
Proven track record in meeting
Strong consultative and conceptual selling skills
Proficient in Word, Excel, PowerPoint
Knowledge of local media market and local advertising contacts preferred
Customer Service Orientation
BA/BS degree or experience equivalent
Strong computer literacy
Knowledge of Internet sales models
Self-starter
Organized
Detail-oriented
Manage remnant inventory sales vendors
Analytical and creative skills
Responsibilities:
Create and implement strategic account plans
How to Apply:
Submit cover letter, resume, and completed application to gotgame@weei.com. Applications can be printed from http://www.entercom.com/pages/jobs.html

Graphic Designer
Entercom
Boston
Pay: n/a
Qualifications:
Creative, strategic thinker
Strong graphic design skills
Organized
Be able to multi-task
Skills in Photoshop, Illustrator (CS2) Acrobat
Web knowledge, videography, Flash and Fireworks a plus
At least 2 years of graphic design experience
Degree in visual communications, graphic design, or related field
Understand current music, sports, and lifestyle imaging
PC platform knowledge
Responsibilities:
Brainstorming
Conceptual and strategic thinking
Communication with marketing and digital teams

How to Apply:
Submit cover letter, resume, and completed application to gotgame@weei.com. Please provide 3 examples of work including Web and Print ads. Applications can be printed from http://www.entercom.com/pages/jobs.html

Account Executives
Entercom
Providence, Springfield, or Boston
Description:
Pay: n/a
Qualifications:
Self-motivated
Creative
Pro-active problem solver
Tenacious
Detail-oriented
Money-motivated
Self-starter
Organized
Ability to work without direct supervision
Good at relationship building
Thoroughly analyzing customer needs
Strategically selling compelling concepts to key local and regional decision makers
Media, sports, or digital sales background preferred
Record of new business development
Strategic multi-level selling
Proven track record in meeting and exceeding defined sales goals

How to Apply:
For a job in Providence submit a cover letter, resume, and completed application to provjobs@entercom.com. For a job in Springfield or Boston submit all materials to gotgame@weei.com. Applications can be printed from http://www.entercom.com/pages/jobs.html

Quality Control Program
Gillette Stadium
Description:
Participants will test aspects of game day and event operations such as food, beverage, stadium operations, security, parking, retail, and ticketing. Students will receive training and evaluations based on performance. After training, students will be compensated for their work.
Pay: n/a
Qualifications:
Excellent oral and written communication skills
Ability to critically review operations
Exceptional attention to detail
Multi-tasking
Knowledge of stadium management (not required)
Availability to attend majority of events at Gillette Stadium
Reliable transportation
How to Apply:
Send resume and cover letter, explaining how you would benefit from the Quality Control Program to Kelly Heard at kellyh@patriots.com or send to:
Gillette Stadium
One Patriot Place
Foxborough, MA 02035

Film Festival Artistic Director
Boston Jewish Film Festival
Description:
This is a nonprofit, year-round film-presenting organization with a large annual fall festival, presenting the best contemporary films from around the world on Jewish themes.
Pay:
Salary is commensurate with experience. Benefits include health insurance and four weeks paid vacation. The Festival work schedule requires expanded hours and flexibility during peak production periods from June through November.
Qualifications:
At least 4-5 years experience programming and curating film events plus extensive knowledge of film and involvement with film industry.
Nonprofit and business experience is a plus
Must have knowledge of Jewish history, religion, culture, and diversity to identify appropriate films for Festival and year-round presentations.
Need superlative written and oral communication skills, including public speaking.
Excellent interpersonal skills and good judgment required.
Position calls for excellent organization and short- and long-term planning skills
Ability to work hard and on a required schedule.
Candidate should be highly creative and motivated with a commitment to excellence in the arts.
Strong computer skills should include use of Excel spreadsheets and Web-based databases.
Responsibilities:
Research films by attending other festivals and events
Solicit, screen, evaluate, and select films
Negotiate agreements with filmmakers and distributors
Establish themes, topics, and sidebars
Develop program/schedule
Develop special events, panels, guest recommendations, and programs
Create brochure copy
Support Program Book Editor’s efforts
Engage other constituents – e.g. individual volunteers, committees, Board of Directors, Festival staff, Arts and Jewish community – for advice and support.
Direct activities of Programming Office and oversee all film-related policies.
Supervise activities of Programming Assistant
Develop overall programming framework and context for Festival and year-round activities:
-Maintain awareness of issues that impact Festival programming
-Work with the Executive Director, Board of Directors, and other as appropriate to identify strategic goals and long-term objectives for the organization
-Annually review existing programs
-Manage, maintain, and foster relationships with program partners and international filmmakers, distributors, and festival programmers
-Represent the organization in the community as necessary
How to Apply:
Apply by Jan. 18. Send resume and cover letter to info@bjff.org. Subject line to read: Search Committee, Artistic Director. Add any relevant documentation that reflects your prior filming programming experience. E-mail preferable but can mail to: Search Committee-Artistic Director at: The Boston Jewish Film Festival, Inc. 1001 Watertown St. West Newton, MA 02465

Marketing

Research Analyst
BTI Consulting Group
Natick, MA
Description:
This small research and consulting firm conducts research on how clients acquire, manage, and evaluate their professional service providers. Position offers opportunity for professional growth. Work may include occasional travel.
Pay: n/a
Qualifications:
Exceptional analytical skills and problem-solving capabilities
Working knowledge of research methods and tools
Database creation and manipulation
Survey instrument design
Capacity to develop interesting charts and graphics that tell a compelling story
2+ years experience in the a fast-paced environment
Superior PC skills including Access, Excel, and PowerPoint
SPSS knowledge a plus
Excellent deadlines and projects
Unflinching commitment to get the job done
Natural curiosity and passion to learn
Bachelor’s degree in business or related field with strong academic record
Responsibilities:
Develop and manage research
Analyze quantitative and qualitative data sets
Translate data into bold, compelling insights
Develop engaging presentations incorporating creative insights, strategic charts, and best practices
Author high-impact reports
How to Apply:
E-mail resume (in Word file), cover letter, and salary requirements to Michael Rynowecer, president, at careers@bticonsulting.com

Event Marketing and Sales Manager
Feld Entertainment
Vienna, VA
Pay: n/a
Qualifications:
Willingness to travel extensively
Computer skills in Windows, Office, and Excel a plus
Strong verbal and written communication skills
Research and analytical skills
Ability to learn to evaluate each market and plan an overall campaign to increase sales; sales experience a plus
Ability to multi-task, time management and planning skills

Responsibilities:
- Prospect for new ways to sell tickets and build buzz
- Presentations to sales clients and groups
- Create and execute exciting promotions and events
- Market research and planning to identify target audiences and constructing strategic plans and objectives to reach them
- Planning and buying media in local markets to achieve ticket sales objectives
- Planning and implementing PR campaigns in local markets
- Event management with the show staff, arena staff, and our sales and promotional partners as well as the media.

How to Apply:
E-mail Amanda Gabel, event marketing and sales manager, at agabelman@feldinc.com.

Public Relations

Public Relations Associate
RF/Binder Partners
Needham, MA
Description:
This NY PR agency is looking for an entry-level associate to join the 13-person team in MA.
Pay: n/a
Qualifications:
- Energetic
- Organized
- Reliable
- Eager to learn from the ground floor up
- Strong communication skills
- Team player
- Capable of multi-tasking
- Interest for high-tech and consumer PR
- Thrives in fast-paced, highly demanding, but rewarding work environment.
- Knowledge of Microsoft Office tools.
- Bachelor’s degree in related field
- Minimum of 1-year relevant experience.

Responsibilities:
- General office work
- Light clerical duties
- Assisting Executive Managing Director
- Working with account teams and agency clients in PR programs

How to Apply: Contact Julie Vaysbord, PR associate/office manager

Public Relations Associate
Xenophon Strategies
Washington, D.C.
Description:
This is a full-service strategic communication firm that specializes in public relations, crisis communications, and government affairs.

Pay: n/a

Qualifications:
1 to 3 years of direct media relations experience
Strong written and verbal communication
Attention to detail
Ability to multi-task under tight deadlines.
Experience on Capitol Hill or an agency preferred.

Responsibilities:
Provide day-to-day account support to several of our clients.
Media pitching
Writing media materials
Research

How to Apply:
Send cover letter, resume, salary requirements, and three work samples to mtebo@xenophonstrategies.com.

Manager of Public Relations
Energy Company
Puget Sound region, Washington State
Description:
The Manager of PR is the most senior staff member reporting to the head of the Corporate Communications department. The Manager has 4-direct reports and 2-indirect reports.

Pay: n/a

Qualifications:
A minimum of eight-years work experience with a mix of agency and organizational employers showing increasing responsibility and media relations experience is essential.
BA or BS required

Responsibilities:
Developing and implementing communication strategies, plans, and activities
Supporting executive communications
Delivering and positioning key messages to target audiences
Develop and manage relationships with editors, news reporters, and PR/information counterparts with companies and agencies
Write and persuasively pitch stories to key media to obtain maximum publicity opportunities
Support the head of the Corporate Communications Department in daily management of certain media relations and other communications functions
Manage the company’s 24/7/365 media response program so that there is always a representative available
Develop and align message consistency with communications strategy, company goals, and business objectives.

How to Apply:
Contact Judith Cushman at 425-392-8660, jcushman@jc-a.com

Account Coordinators
NYC Healthcare PR Agency
NYC
Pay: n/a

Qualifications:
Organizational, communication, and computer skills
Mature judgment
Flexible
Independent
Can work in a team structure
BA or BS in communications, liberal arts, business/marketing or the sciences.

How to Apply:
Contact Kristin Campbell, account executive, at kristinannecampbell@gmail.com or call 212-884-0636.