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 Career Services Web site: www.bu.edu/com-csc.

The Boston Career Expo
Feb. 13 from 11 a.m. to 6 p.m. at the Sheraton Boston Hotel, Dalton St.
This is New England’s premier recruitment event. Fields such as healthcare, technology and engineering will have an ample showing with many professional positions available. Employers include Boch Enterprises, Children’s Hospital, Harvard Vanguard Medical Assoc., Primus Telecommunications, Inc., Acergy and Booz Allen Hamilton.
Call 617-869-2004 or e-mail Erica Rosenwald at Erica@callananklein.com.
II. Internships

General Communication Internships

Intern
Boston Theatre Works

Description:
Internships can be in the summer or fall through spring for a minimum of 10 hours a week or 100 hours a semester. During the time of your internships you can see shows for free. Also attendance at first rehearsals, press openings and other company events is encouraged.

Pay: unpaid/credit

Responsibilities:
Arts Management and Operations
Oversee season planning, operations, financial planning, acquiring rights, casting, commissions and developing new work and contract management.

Development
Work with Artistic Director in fundraising and community building, learning database management and grant writing. Emphasis is placed on cultivating relationships with donors, foundations and government agencies.

Marketing and PR
Interns work with the Artistic Director in fundraising and community building, learning database management and grant writing. Emphasis is placed on cultivating relationships with donors, foundations and government agencies. Interns send and follow up on press releases and manage ticketing for complimentary ticket officers.

How to Apply:
E-mail Julie A. Otis, general manager at jobs@bostontheatreworks.com with a resume and cover letter indicating areas of interest, reasons they are interested in Boston Theatre Works and relevant experience. Indicate what time period works best for your schedule, hours and days available and if you will be receiving college credit. All applications should be submitted by May 15.