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

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.-5:00p.m.
Wednesday: 8:00a.m.-6:00p.m.
Thursday: 9:00a.m.-6:00p.m.
Friday: 11:00a.m. – 6:00p.m.

Resume Hours
Monday: 1:00p.m. – 6:00p.m.
Tuesday: 8:00a.m.-10:30a.m., 12:30p.m. – 4:00p.m.
Wednesday: 8:00a.m. – 1:00p.m.
Thursday: 8:00a.m.-10:30a.m., 11:30a.m. – 2:00p.m.

March 6, 2008

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

Public Relations and Communications Career Fair
April 4, 2008, Boston University School of Management Atrium, 595 Comm. Ave.
This is the New England career fair for professionals in the Boston area. Bring your resume and be prepared to meet people in corporate communication departments and public relations agencies. Business dress required. Bring plenty of resumes. Visit www.pubclub.org.

II. Internships

General Communication Internships
Program Development and Acquisitions Intern
NESN
Boston
Pay: unpaid/must receive credit
Qualifications:
- Must be able to receive college credit for internships
- Must be able to work eight hour days on Wednesday (other days are flexible)
- Must have strong Microsoft Excel skills
- Interest in TV programming and communications
- Solid research skills
- Excellent organizational skill, detail oriented
- Ability to work successfully in a fast paced, loosely structured environment
- Good communications skills
- Self-starter who can work independently
Responsibilities:
- Ratings research and tracking
- Analyzing ratings on NESN programming
- Determining historical schedules
- Reviewing show proposals and tracking waiver forms
- Researching Red Sox and Bruins anniversary dates
- Researching college basketball, football and hockey schedules
- Updating DirecTV and Dish Network
- Dubbing copies of specific programs
- Building projected programming schedules
- Watch, evaluate and critique sports programming on NESN
- Provide one to three hours per week of coverage for the front reception area
How to Apply:
Send resume to jobs@nesn.com with “Prog Devel Intern” in subject line.

New Media Intern
NESN
Boston
Pay: unpaid/must receive credit
Qualifications:
- Must receive college credit
- Must have solid knowledge and interest in sports—a background in hockey, baseball is helpful
- Excellent research and organizational skills and detail oriented
- Possess basic journalistic skills, copy editing and familiarity with AP style
- Ability to be successful working in a fast paced, loosely structured environment
- Strong communication and interpersonal skills
- Self-starter who can work independently
- Available and willing to work night and weekend shifts
- Experience and knowledge of new media and multiple media formats
Responsibilities:
- Create pre-and post-game pages
- Edit copy, post and update stories
- Edit and post relevant video, pictures and audio
- Research future projects
- Assist with other facets of editorial Web production
How to Apply:
Send resume to jobs@nesn.com with “New Media Intern” in the subject line. Submit a one-page essay explaining your interest in this internship, your sports background/interest, related classes you’ve studied at school and related extracurricular activities.

IT Intern
NESN
Boston
Description:
Provide IT support to NESN users. Through mentoring the applicant will gain hands-on experience in supporting, troubleshooting and maintaining diverse technologies.
Pay: unpaid/credit only
Qualifications:
Must receive college credit
Prefer information technology, telecommunications, networking or computer science majors
Overall B+ GPA
Experience in problem solving
Knowledge of networking terms, topologies and protocols
Some experience with troubleshooting Windows operating system
How to Apply:
Send resume to jobs@nesn.com with “IT intern” in subject line.

Sales and Traffic Intern
NESN
Boston
Pay: unpaid/credit only
Qualifications:
Must receive college credit
Ability to learn and utilize new software applications and various type of equipment
Excellent organizational skills and detail oriented
Ability to be successful working in a fast paced, loosely structured environment
Should have strong communication skills
Be self-starter
Responsibilities:
Create one-sheets with strategic talking points
Produce DVD for clients
Review daily Nielsen data
Attend weekly sales meetings
Assist staff with any other day-to-day requests
Organize and send out express mail packages
Reconcile daily log times
Distribute log summary reports to rep. firms
Assist with additional adjustments within our Wide Orbit database
Provide one to three hours per week of coverage for the front reception area
How to Apply:
Send resume to jobs@nesn.com and put “Sales/traffic Intern” in subject line.

Bruins Remote Production Intern
NESN
Boston
Pay: unpaid/credit only
Qualifications:
Must receive college credit
Excellent organizational skills and detail oriented
Ability to work in a fast paced environment
Self-starter
Knowledgeable about hockey
Interest in TV programming
Good communications skills

Responsibilities:
Provide support to remote production team which produces Bruins hockey
Log high-definition tapes
Enter time codes and high information in database
Dub video highlights
Assist in broadcast research
Research and edit historical flashbacks
Attend Bruins Rookie Camp and assist in conducting interviews and shooting video in July

How to Apply:
Send resume to jobs@nesn.com with “Bruins Remote Intern” in subject line

Finance Intern
NESN
Boston
Pay: unpaid/credit only
Qualifications:
Must receive college credit
1+ years of administrative experience
Proficient in MS Word and Excel and ability to learn new software quickly
Good track record of demonstrating initiative
Excellent organizational skills and detail oriented
Ability to work in a fast paced environment
Self-starter
Good communications skills

Responsibilities:
Maintain company records
Track expenses
Assist with audits
Provide back-up accounting support
Data entry
Cover reception area
File and maintain binders
Make bank deposits and credit card payments
Make copies as needed

How to Apply:
Send resume to jobs@nesn.com and reference “Finance Intern” in subject line.

Intern
Portobello Road
Chestnut Hill, MA
Description:
This boho-chic lifestyle boutique is an antique market seeking a spring and/or summer intern to develop and execute a media and marketing strategy.

Pay: n/a
Qualifications:
Retail and merchandising experience a plus
Creative
Organized
Good follow-through
Enjoy working in a fun, collaborative and style/design-oriented environment

How to Apply:
Contact Kristina Lyons or Andrea Halliday at 617-264-2020 or by e-mail at kristinalyons@aol.com.

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Journalism Internships

Editing and Marketing Interns
Bleacher Report
Description:
Bleacher Report is The Open Source Sports Network, an online network and community that launched in Sept. 2007, with the goal of democratizing sports media. Work 12 hours a week.
Pay: unpaid
Qualifications:
General knowledge of and interest in professional or college sports
Basic understanding of the rules of English grammar
Competent with a personal computer and comfortable using the Internet
Two semesters at journalism school preferred (but not necessarily required)
Responsibilities:
Revise and publish online sports content
How to Apply:
Submit a resume and writing samples to Aron Glatzer, at aglatzer@bleacherreport.com.

Editorial Intern
LifeTips.com
Boston
Pay: n/a
Qualifications:
Junior, senior or grad student majoring in journalism
Can dedicate 3-4 days a week for work
Eye for detail and accuracy
Ability to multitask and meet deadlines
Strong organization skills
Able to successfully juggle multiple projects and prioritize tasks
Enthusiasm
Self-motivated
Knowledge of Web
Writing and editing skills
Good grammar and punctuation
Desire to learn
Responsibilities:
Assisting a team of three editors in revising tips, articles and Web content
Helping them expand the database of freelance writer, editing books
Writing posts for company blog
Edit professional freelancers and experts
Create Web content
How to Apply:
E-mail resume and cover letter to Carolyn McKibbin at Carolyn@LifeTips.com

Film Internships

SportsDesk Intern
NESN
Boston
Pay: unpaid/credit only
Qualifications:
- Must receive college credit
- Excellent organization skills and detail oriented
- Work in fast paced environment
- Strong communication skills
- Self-starter
- Can work nightly shifts during week and some weekend shifts
Responsibilities:
- Provide a variety of production support to the sports news team, SportsDesk
- Log games and archive video
- Research and present statistics
- Operate the teleprompter and other production equipment
- Assist news team with nightly news production
How to Apply:
Send resume to jobs@nesn.com with “News Intern” in subject line. Submit a one-page essay explaining your interest, your sports background/interest, related classes and extracurricular activities.

Boston Red Sox Pre and Post Game Show Intern
NESN
Boston
Pay: unpaid/credit only
Qualifications:
- Must receive college credit
- Knowledgeable about the game of baseball
- Interest in TV production
- Excellent organizational skills and detail oriented
- Ability to work in a fast paced environment
- Self-starter
- Available to work nightly shifts starting at 3:00p.m., some weekends and holidays.
Responsibilities:
- Log games
- Archive video
- Research and present statistics
- Assist editors and production team members
- Observe and assist on the execution of LIVE Pre and Post Game shows
How to Apply:
Send resume to jobs@nesn.com and put “Pre/Post Game Intern” in the subject line.

Operations Intern, Studio Production
NESN
Boston
Pay: unpaid/credit only
Qualifications:
  Must receive college credit
  Excellent organizational skills and detail oriented
  Ability to work in a fast-paced environment
  Self-starter
  Good communications skills
  Solid research skills
  Positive and professional
Responsibilities:
  Provide technical operations support to include generating production schedules, completing
  studio check list, stage management and studio camera operations
  Assist in creation and distribution of daily production schedules
  Work weekends, nights and holidays as needed
How to Apply:
  Send resume to jobs@nesn.com with “Ops Intern – Studio” in subject line.

Operations Intern, Technical Operations
NESN
Boston
Pay: unpaid/credit only
Qualifications:
  Must receive college credit
  Excellent organizational skills and detail oriented
  Ability to work in a fast-paced environment
  Self-starter
  Good communications skills
  Solid research skills
  Positive and professional
Responsibilities:
  Insert commercials and programs into servers
  Record incoming satellite and fiber feeds
  Log programming and event materials
  Operate Studio Camera at live and taped studio events
  Stage manage for live and taped studio events
  Tape playback via AIRSPEED and/or other servers or decks for NESN productions
  Update and maintain an accurate commercial/program log
  Work weekends, nights and holidays shift
How to Apply:
  Send resume to jobs@nesn.com with “Ops Intern –Tech Ops” in the subject line.

Operations Intern, Remote Production
NESN
Boston
Pay: unpaid/credit only
Qualifications:
  Must receive college credit
  Excellent organizational skills and detail oriented
  Ability to work in a fast-paced environment
  Self-starter
Good communications skills
Solid research skills
Positive and professional
Interest in TV programming

Responsibilities:
- Maintain checklist for remote studio productions
- Stage manage for live and taped events
- Assist with stage set-up and breakdown
- Operate boom mic
- Communicate with directors, engineering and technical support
- Work weekends, nights and holiday shifts as needed

How to Apply:
Send resume to jobs@nesn.com with “Ops Intern –Remote” in the subject line.

Public Relations Internships

PR Intern
Porter Novelli
New York
Description:
Interns in this program act as members of account teams and will be assigned a mentor for support, guidance, and help in getting acclimated to the PR industry and business environment. The full-time, 10-week internship begins in early June and ends mid-August
Pay: n/a
Qualifications:
- Junior, senior or recent graduate
- GPA of 3.0 or higher
- Specialization in public relations, communications, journalism, political science, marketing, English or related coursework
- Excellent writing and organizational skills are a must
- Previous internships or extracurricular activities, including membership in PRSSA, are a plus.
- Proficiency in MS Office applications and Internet research is required
Responsibilities:
- Developing and updating media lists
- Media monitoring and conducting media calls
- Writing media pitch letters and press materials
- Assisting with special events and press conferences
- Providing account team support as needed
- Attending brainstorm and professional development sessions
- Participating in a Summer Internship Group Project based on a current client
How to Apply:
Submit a cover letter, resume, 300-word essay on a topic of choice (creative) and two writing samples online by March 6. Visit http://tbe.taleo.net/NA2/ats/careers/requisition.jsp?org=PORTERNOVELLI&cws=1&rid=134. Questions can be answered by calling Greg Surber at 212-601-8277.

PR Intern
Prompt Communications
Boston
Description:
This is a full service PR agency with offices in the UK and Cambridge. They are looking for an intern to support PR and social media divisions. Hours are flexible.

Pay: unpaid
Responsibilities:
- Organize/manage publications
- Read publications and copy/clip to support consultants
- Research for Prompt Tech 100 blog monitor list
- Research social media sites
- Write blog posts relating to technology and media
- Format client coverage
- Update press list

How to Apply:
E-mail mcronin@prompt-communications.com.

Publicity Department
Fox Broadcasting Company
Boston
Pay: n/a
Organization:
- Enthusiastic
- Outgoing
- Incredibly motivated
Interested in facets of publicity, PR, journalism, entertainment and communications
Work at least two days a week between 9:00a.m. and 6:00p.m.
Responsibilities:
- Assembling and distributing clip packets
- Assisting in helping publicists and other staff with various daily functions such as media research, writing press releases and loglines
- Aiding in special events such as press junkets, premiere parties and photo shoots
- Work on productions such as “American Idol,” “Prison Brea,” “24,” “HOUSE,” “The Simpsons,” “Back to You,” “Family Guy” and “American Dad.”

How to Apply:
E-mail Hayley.Stphilip@fox.com. Indicate which term (summer, spring, fall) you are applying for, your name and what school you are from in the subject line of your e-mail.

II. Jobs

Journalism Jobs

Online Editor
IDG
Boston
Description:
Work as a part-time online editor with flexible hours ideally in the afternoon.
Pay: n/a
Qualifications:
- News background
Responsibilities:
- Assist with editing and posting news stories to several regional technology Web sites
- Site updating
How to Apply:
E-mail Elizabeth Heichler at Elizabeth_heichler@idg.com or call 617-239-7816.

Television Jobs

New Producer
WATE-TV6
Knoxville, TN
Pay: n/a
Qualifications:
   Hunger for hard news
   Ability to showcase top story in a clear and easy-to-understand way
   Thrive on crafting information and a creative newscast
   Two years of producing experience
   Excellent news judgment
   Writing and communication skills
How to Apply:
   A hiring decision will be made around March 17. Applications, tapes and resumes should be sent to:
   WATE-TV6
   ATTN: Personnel
   New Job #08-01
   P.O. Box 2349
   Knoxville, TN 37901

Public Relations Jobs

Junior Account Executive
Hunter Public Relations
New York
Description:
   This is a mid-sized PR agency hiring recent grad to work in a highly creative professional atmosphere.
Pay: n/a
Qualifications:
   Ability to work in a fast-paced environment
   Desire to learn
   Public Relations Students Society of American involvement or PR internships a plus
How to Apply:
   Send resume and cover letter to Valerie Kulbersh at vkulbersh@hunterpr.com. Visit www.hunterpr.com for more information.