I. Announcements

PRSA-NY Career, Internship and Continuing Education Forum
At The Fashion Institute of Technology in New York on Saturday, April 5.
If you are a college graduate or student applying for your first position or internship, a new professional ready to make a move in the industry or seeking information on continuing education this is the forum for you. Bring your resume and prepare to meet with representatives from top PR and communications companies included Affect Strategies, Inc., Brunswick Group, Fleishman-Hillard, G.S. Schwartz & Co., Ketchum, Marina Maher Communications and The NewsMarket. The keynote speaker is Shonali Burke, ASPCA’s vice president for media and communications.
Please register for the event by April 2 at www.prsany.org or contact Heather DiRubba, PRSA-NY’s new professionals committee chair.

II. Internships

General Communication Internships

Intern
UNICEF
Boston
Description:
UNICEF is active in more than 155 countries and territories and provides children with basic rights such as education, health, nutrition, clean water and protection from war. This internship is for a minimum of 15 hours per week.
Pay: n/a
Qualifications:
Knowledge of Word
Strong writing and editing skills
Excellent communication skills
Responsibilities:
Assist with fundraising, marketing and international research
Brainstorming and organizing donor cultivation events
Researching and preparing emergency situation/country reports
Handling donor information requests
Targeting communities throughout Boston for support
Drafting news releases
Maintaining donor information files and computer system
How to Apply:
Application deadline is April 15. Send resume and cover letter to bostonevents@unicefusa.org.

Advertising/Marketing Internships

Interns
Ad Club’s Diversity Internship Program
Boston
Description:
This program is looking for 12 interns for summer internships to be placed at well-known agencies in New England such as Digitas, Staples and Harvard Magazine. The internship is full time for 10 weeks beginning May 26 until August 1. Positions are available for aspiring creative and account managers.
Pay: $15/hour
Qualifications:
3.0 GPA
Junior standing or above
How to Apply:
Send resume and cover letter to Anand Chopra-McGowan at anand@adclub.org. Visit www.adclub.org for more information. The deadline for applications is March 31.

Journalism Internships

Web Posting Interns
The Hollywood Reporter Web site
New York
Description:
This is a daily media and entertainment trade company looking for a few journalism interns.
Pay: credit
Qualifications:
Can start in early May or June
Must be able to receive course credit
Able to work two to three days a week for 3-10 hours for three to four months
Have ability to work with others in a team environment, be self-motivated and able to multitask
Have competent knowledge of major computer programs
Have fact-checking experience and adequate typing skills
Be creative, flexible and have solid organizational skills
Excellent written and verbal communication skills

Responsibilities:
- Assemble data for daily reports
- Report, write and post breaking news e-mail alerts and feature stories
- Liaison with THR’s international staffs in Asia and Europe
- Help gather multimedia assets, such as video, links, photos etc.
- Assist with basic administrative tasks
- Assist our young and motivated NY editorial staff with editorial work
- Possibly attend and cover NY events

How to Apply:
Submit resume and a few writing samples to gszalai@hollywoodreporter.com. Please specify when you could start and what hours and days you could work.

Film Internships

Television Production Intern
Bunim/Murray Productions
Los Angeles
Description:
Exposure yourself to pre-production, post-production and business processes. The program is for eight weeks in the summer with a two day minimum commitment. Throughout other parts of the year the program lasts 14-15 weeks. During the first half of the program interns rotate throughout various departments, unless they are in a business department. After the initial period, interns choose where they want to work for the remainder of the internship. Departments include casting, story, editing, music, pre-production, post-production, new show development, business development, account/finance, human resources, legal, new media and Web site design.

Pay: must receive academic credit

Qualifications:
- Full-time graduate student, junior or senior status
- Must receive academic credit

How to Apply:
Download the BMP application and complete. Send one letter of recommendation from a university professor. The summer application deadline is April 22 and runs from late June through late August. Interns must have their own health insurance. Submit application to BMP Internship Coordinator at humanresources@bunim-murray.com. List “internship” in subject line. Questions can be sent to that e-mail with the subject line “internship question.” Or call Lisa Nicholson, internship coordinator, at 818-756-5167.

Public Relations Internship

Summer Intern
Marina Maher Communications
New York
Description:
This full service, creative public relations agency provides services for clients in beauty, consumer products, food and beverage, healthcare and technology. Interns will have the opportunity to work
with marketing professionals on brands including CoverGirl, MAX Factor, Secret, Clairol and Herbal Essences.

Pay: $8/hour/ with paid overtime

Qualifications:
- Work 10 to 12 weeks
- Junior, senior or recent graduate
- Relevant coursework
- Previous office/work experience
- Ability to demonstrate superior oral communication skills
- GPA 3.0 or higher
- Leadership role and/or affiliations in club/communications associations preferred
- Computer literacy in Word, Excel, Power Point
- Excellent writing skills
- Creative thinking/problem solving skills demonstrated in previous internship work or coursework
- Ability to multi-task and work well in a team and under pressure

Responsibilities:
- Writing and assembling press materials
- Event planning
- Media outreach and research
- Creative mailings and day-to-day client activities

How to Apply:
E-mail resume and cover letter to Kate DiChristopher at kdichristopher@mahercomm.com. Visit www.mahercomm.com for information.

PR and Hospitality Intern
The Fairmont Copley Plaza Hotel
Boston
Description:
The hotel is part of the Historic Hotels of America and seeks an intern to be involved in all aspects of public relations and communications campaign for the U.S. Northeast/Bermuda region, the Boston property and the executive office.

Pay: credit

Qualifications:
- Must receive course credit
- Proficiency in Word, Excel and Internet research
- Strong written and verbal communication skills
- PowerPoint and Bacon’s/Cision database experience a plus

Responsibilities:
- Event planning
- Write and edit press materials
- Calendar listing
- Food and beverage marketing and promotions
- Maintain clip book and clip reports
- Internet research
- Coordinate mailing
- Database updating and management
- Guest correspondence
- Replying to comment cards and administrative tasks
- Answering the phones and filings

How to Apply:
Contact Suzanne Wenz, regional director of public relations, at Suzanne.wenz@fairmont.com or call 617-267-5300.

**III. Jobs**

**General Communication Jobs**

Temporary Seasonal Position  
Making Strides Against Breast Cancer/Boston  
Weston and Framingham, MA  
Pay: n/a  
Qualifications:
- College degree or equivalents combination of experience and education  
- One to three years of administrative support experience  
- Strong computer skills, especially with Excel  
- Strong customer service skills  
- Ability to handle multiple projects  
- Self motivated and directed  
- Excellent communication skills  
- Detail-oriented  
- Able to work cooperatively with a team  
- Strong basic math skills  
- Willing to travel between Weston and Framingham office  
- Must be able to stand, walk, sit, climb stairs, balance, stoop or kneel  
- Ability to lift and move up to 25lbs

Responsibilities:
- Make breakfast phone calls for school and university contacts  
- Assist with kick-off breakfast logistics  
- Coordinate assembly and distribution of invitations, bags, walk papers, posters, displays and mailing.  
- Track delivery schedules and maintain inventory of materials  
- Manage relationships with outside society volunteers  
- Recruit and mange volunteers and two summer interns  
- Provide backup administrative assistance  
- Coordinate and prepare deposits  
- Coordinate with regions and schedule drop-off and pick-up of charter buses  
- Assist with data entry

How to Apply:
- Contact Tara Shea at 781-314-2653 or at strides_boston@cancer.org.

**Volunteer**  
**Spectrum Arts Festival**  
**Boston**  
**Description:**

The arts festival is a collaboration between the arts community of BU and prominent national and regional organizations. The goal is to showcase an eclectic mix of artists, drawn from students and alumni at BU, with presentations at venues across Boston. The festival will give back to the community with support of the Vh1 Save The Music Foundation. The festival will take place at the Prudential Center, BU Theatre, BU College of Fine Arts and BU Metcalf Hall. The festival seeks a volunteer to create promotional materials.
Pay: n/a
Qualifications:
   Graphic design or PR major
How to Apply:
   Contact Jay Youmans, president of the College of Fine Arts’ student government at BU, at 914-456-9296 or e-mail cfagov@bu.edu

Senior IT Consultant/Network Administrator
SMR Consulting, Inc.
Newton, MA
Description:
   SMR Consulting is an IT solutions provider that specializes in delivering consulting services to small and medium-sized businesses throughout the Boston area.
Qualifications:
   Work in a team and/or independently
   Strong communication, writing and IT documentation skills
   Polished professional
   Experience in IT support/consulting role
   BA, BS, MCSE 2003 or equivalent
   VMware Certified Professional a plus
   Citrix Presentation Server experience a plus
   Lotus Domino R6+ experience a plus
   Altiris, SonicWALL Certification a plus
   Experience working in an environment where you are traveling to client sites regularly
   Strong writing and reliable IT documentation skills
   Experienced problem solver
   Projects a self confident, professional and polished image that inspires confidence and trust
Responsibilities:
   Travel to client sites and execute project
   Maintain service levels as defined by management
   Taking a client-facing lead role in overall IT infrastructure design and implementation
   Troubleshooting and providing all end users support functions in cross platform environments
   Troubleshoot multi-site networks
   Regularly assess and communicate clients current and future technology needs
How to Apply:
   Send cover letter and salary requirements to careers@smr-co.com.