COM Career Services Messenger

Looking for that perfect internship or job? Find jobs, internships, scholarships and conferences in the COM Messenger.

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May 8, 2008

I. Announcements

COM Career Services is open this summer. We’ll help you with your resume, cover letter, job or internship search. Stop by COM 201.

II. Internships

General Communication Internships

Promotions Intern for Fall
WBZ NewsRadio
Boston
Pay: n/a
Qualifications:
  Work 15 hours a week
  Communications or journalism major
Responsibilities:
  Support the Promotion Director and Promotion Coordinator in the WBZ Radio Sales Department.
  Distribute prizes and release forms to contest winners
  Help develop promotional contest themes, sweepstakes, etc.
  Write on-air contest copy
  Attend client events
  Help with on-air giveaways
  Assist in on-site station events, including but not limited to charity walks, Bruins events and/or other events to be determined
  Help with on-site set up and break down of station events
  Administrative duties include typing, faxing, mail, filing, telephones
How to Apply:
  Send resumes and cover letters to Ashley Kern, promotions coordinator, at 617-787-7195 or Ashley.Kern@cbsradio.com.
Journalism/Photojournalism Internships

Photographer Intern
ForRent.com
Needham, MA
Pay: college credit
Description:
The intern will travel to the various apartment community clients to photograph their sites both interiors and exteriors. The territory extends from greater Boston – to RI – to southern NH. Many of the communities will want to project a specific “brand” and the intern will have the creative freedom to try to capture that in images. Additionally, the intern will add to the lifestyle and local community stock image catalog for the office. The pictures will be used both in print (ForRent the magazine) and on-line (www.ForRent.com) for the greater Boston market. Scheduling will be flexible but they anticipate about 20 hours/week is necessary. There will be some type of expense reimbursement for driving to client sites but the student will need reliable transportation. The position can begin ASAP.
How to Apply:
Contact Ken Rogers, senior management recruiter, at Dominion Enterprises at Ken.Rogers@dominionenterprises.com. Send resume and a brief portfolio – five to eight images (interior/exterior) is sufficient.

Television/Film Internships

Field Reporters
Neighborhood Network News
Boston
Description:
Network News seeks field reporters to produce air-ready packages this summer. This is an opportunity for seniors/grad students looking to enhance their resume tape. Position is available immediately.
Pay: n/a
How to Apply:
Contact Adam Boyajy at aboyajy@gmail.com.

Public Relations Internships

Public Relations Intern
REACH Beyond Domestic Violence, Inc.
Waltham, MA
Description:
REACH is a domestic violence agency offering prevention, intervention, and advocacy services. Programs include 24-hour hotline services, emergency shelter, support groups, legal advocacy, specialized children’s services, community-based victim advocacy programs, and community outreach and education. It seeks a highly motivated intern to work eight to 16 hours per week to assist with public relations and event planning as we strive to raise awareness about domestic violence and REACH.
Qualifications:
Public relations, marketing or communications student
Excellent communication skills
Solid writing ability
Professional demeanor
Outgoing, caring and creative spirit
Office experience is desired with proficiency in Microsoft Office products such as Word, Excel, PowerPoint, Publisher and Outlook
Web design experience a plus
Responsibilities:
Write and edit press announcements (news releases, calendar announcements, media advisories) and copy for newsletters
Assist in pitching stories to the media
Work with staff and volunteers to plan and publicize events
Support/administrative duties (filing, copying, mailing)
How to Apply:
Send resume and writing samples to jonathan@reachma.org.

III. Jobs

General Communications Jobs

Research Analyst
The BTI Consulting Group
Natick, MA
Description:
The BTI Consulting Group is the premier strategic market research and consulting firm focusing on all aspects of client service, client relationships and market development. It conducts primary research on how C-level executives acquire, manage, and evaluate their professional service providers. The 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
Survey instrument design
Database creation and manipulation
Capacity to develop interesting charts and graphs that tell a compelling story
Two or more years experience in a fast-paced professional services environment
Superior PC skills, including Access, Excel and PowerPoint; knowledge of SPSS a plus
Excellent verbal and writing skills
Meticulous attention to detail while managing multiple deadlines and projects
Unflinching commitment to get the job done
A natural curiosity and passion to learn
A Bachelors degree in business or a related field with a strong academic record
Responsibilities:
Develop and manage our original, primary research
Analyze both 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 that drive change and new thinking
How to Apply:
Continuity Director
CBS Radio
Boston
Pay: n/a
Qualifications:
- Energetic
- Self-motivated
- Work in fast-paced, deadline-driven environment
- Organized
- Detail-oriented
- Can follow a strict routine
- Know Excel, Word
- Working knowledge of Wicks/Delta Flex or other traffic systems a plus
Responsibilities:
- Daily commercial input for Commercial Logs
- Working knowledge of Commercial Production Procedures
- Work closely with Traffic manager
- Back-up Traffic Manager
- Work closely with all departments
- Contract entry
- Organize and enter all Network/Barter spots and copy
- Complete affidavits for all Network and Barter clients in a timely manner
- Respond to listener inquiries regarding commercial material
How to Apply:
Send resume to Ric Duarte. Contact e-mail is RHOUGHTO@boston.cbs.com.

Part-time Inventory Control Coordinator
WNCT-TV
Greenville, NC
Pay: n/a
Qualifications:
- Detail-oriented
- Strong organizational skills
- Ability to work with minimum supervision
- Strong communication and problem-solving skills
- Television traffic experience preferred but not required
- Microsoft Word and Excel experience necessary
- Requires a high school diploma
Responsibilities:
- Instructing commercial copy
- Daily log preparation
- Preparing reports
How to Apply:
Send resume to HR Dept. WNCT-TV, 3221 S Evans Street, Greenville, NC 27834, fax to 252-355-8568, or e-mail to HR@WNCT.com

Advertising/Marketing Jobs
Assist Account Executives or Assistant Media Planners  
New York  
Pay: n/a  
Qualifications:  
   One or more internships preferred  
   AdLab a plus  
How to Apply:  
   Send resume and cover letter to Michael Carrick, executive recruiter, as soon as possible. Fax 212-818-9250 or e-mail mbc@accessnyc.com.

Journalism/Photojournalism Jobs

Editor  
Jib Jab  
Venice, CA  
Pay: n/a  
Qualifications:  
   Love storytelling, film, TV, Web, books  
   Passionate about work  
   A love for comedy  
   Great timing  
   Creative problem solving abilities  
   Obsessive attention to detail  
   Ability to juggle a large number of projects in fast paced environment  
   Great communications skills  
   Positive, “can do” attitude  
   An obsession with getting a job done right  
   Familiarity w/ Adobe Creative Suites and Final Cut Pro  
   Comfortable in cross-platform environment  
Responsibilities:  
   Select and edit all audio for videos (music, dialogue and sound FX)  
   Time and edit all video footage (live-action, animation, puppets, etc.)  
   Polish / fine tune existing videos  
How to Apply:  
   Submit a resume and cover letter that clearly explains how your skills and experience align with JibJab’s needs by e-mail to jobs@jibjab.com. Applicants must include the job title, “Editor/Musician”, in the subject line of the e-mail.

Public Relations Jobs

Account Executive  
Mullen Wenham  
Boston  
Description:  
   Mullen seeks an Account Executive to join their public relations team. The AE is responsible for daily activities of the account. These include developing written materials such as status reports, press releases, media pitches and other relevant communications. The AE is involved with project management, facilitating client requests, and working with team members to ensure that work is delivered on time, on strategy and meets agency quality standards. This position requires a self-starter with strong communication skills and an interest in contributing at both the tactical and strategic planning levels.
Pay: n/a
Qualifications:

- Comprehension of media relations
- Strong interpersonal skills, organization and the ability to manage some clients on a day-to-day basis are a must
- Self-starter with the ability to work under pressure
- Detail-oriented, with excellent follow-up skills
- Strong communication skills, both written and verbal
- Ability to work independently and in a team
- Desire to learn, interest in consumer product publicity preferred
- Event planning experience is a plus
- Two to three years of public relations agency experience
- Bachelor's degree or equivalent professional work experience
- Willingness to travel on a monthly basis around the country

Responsibilities:

- Supervise the day-to-day activities of the account
- Generate status reports and tracking documents
- Guide the development of client projects and ensure that progressive steps in the process are approved with adequate time to meet schedules
- Work closely with media to place features about client products, spokespeople, etc.
- Work with team to plan and execute variety of events throughout the year
- Keep client and team members updated on a regular basis
- Draft media releases, pitches, bio sheets, etc.

Pay: n/a
How to Apply:

Contact Althea Haigh at 212-885-3803.