



**February 2014**

**Local Internships & Local & National Jobs**

**(Some of the internships may be appropriate for Hodson funding, so act quickly—visit Career Services if you have any questions.)**

*The St. John's College Career Services Office produces the Horizons as a service to St. John's College students and community members for their career development, educational, and life planning. Any jobs or other opportunities listed herein do not indicate an endorsement or recommendation from St. John's College or the Career Services Office.*



**The Hodson Application Deadline is Fast Approaching:  
February 20, 2014**

<p><b><u>Annapolis Opera</u> <u>Summer Internship</u> <u>Non-profit Management/ Performing Arts</u> <u>Organization</u> Annapolis, MD</b></p> <p>Apply ASAP!</p> <p><b>TIME COMMITMENT:</b> As available, for 8 - 10 weeks at 20 hours per week.</p> <p>For more information contact: Ms. Lee Finney at 410 - 267-8135 AO Office 443-569-9756 cell</p>	<p>The <b>Annapolis Opera (AO)</b> seeks a summer 2014 intern to work in the AO's Maryland Hall office in Annapolis, MD. The intern will be supervised by AO's Administrative Assistant, Jessica Kenney, and AO's President, Lee Finney, who will also provide mentoring for the intern in understanding non-profit management of a performing arts organization.</p> <p>The mission of the Annapolis Opera is to present artistically excellent, professional opera productions, education programs, and other opera related events featuring emerging artists by making live opera accessible and affordable to regional audiences, supporting and expanding the number of local artists and organizations involved in opera, educating children and adults to enhance the public's appreciation and enjoyment of opera, and providing a performance venue for emerging singers.</p> <p><b><i>Duties of the AO's Intern could include projects in the following areas:</i></b></p> <p><b>Performing Arts Marketing</b> – assist with marketing plans for 2014-15 season including social media currently in use; research and develop additional social media formats for marketing AO programs and events; attend Marketing Committee monthly meetings; assist in</p>
--	--

	<p>development of additional marketing and communications materials; participate in institutional marketing events such as the Carmen Club young benefactors group events.</p> <p><b>Performing Arts Funding</b> – assist with analysis of current donor management software to achieve broader functionality; attend Development Committee monthly meetings; research foundation and grant opportunities at offices of The Foundation Center; research donor giving capacity at offices of Maryland Non-Profits using WealthEngine software; organize data for various grant/foundation applications.</p> <p><b>Performing Arts Programming</b> – attend Artistic Committee meetings; assist in research for planning 2015-2016 season; assist with school outreach program for 2014-15 season including school performances of annual children’s opera and events involving Arts Magnet Program of AACO schools.</p> <p><b>Performing Arts Administration</b> – archiving documents and performance-related media such as playbills, reviews, and photos; occasional clerical coverage such as answering phones, data entry, digitizing records, filing.</p> <p>Specific projects and tasks will be determined by current needs of the AO and the interests and abilities of the intern. This is an opportunity to learn about how non-profit working boards operate, how performing arts organizations in general organize themselves to carry out their mission, and the challenges of producing operas and operatic concerts and other events.</p> <p><b>QUALIFICATIONS:</b> Computer literacy; sound verbal and written communications skills; social skills for interacting with volunteers, performers and technical staff; ability to accurately work with data; ability to do research; interest in learning about the challenges of running a performing arts organization; ability to work independently with light supervision.</p>
<p><b><u>Chase Lloyd House Research/Archival Internship</u></b> Annapolis, MD</p> <p>Unpaid</p> <p>To apply contact: Carol Kelly at: 443-994-1830 Ck.oslo3@yahoo.com</p>	<p>The <b>Chase Lloyd House</b> is an eighteenth-century mansion in Annapolis, Maryland. Built in the Anglo-Palladian style by Samuel Chase, a signer of the Declaration of Independence, and Edward Lloyd IV, a wealthy Maryland planter, the house has been continuously occupied since 1774. Since 1888, as the bequest of Hester Ann Chase Ridout, a granddaughter of Samuel Chase, the house has functioned as a home for women, known as the Chase Home. Mrs. Ridout designated the mansion as a haven where women could escape the “vicissitudes of life.”</p> <p>The internship will focus on:</p> <ul style="list-style-type: none"> <li>◆ Research on the historic and present day aspects of the women of the Chase Lloyd House and Chase Home</li> <li>◆ Research on the history of the house and its occupants from 1769 to 1826 <ul style="list-style-type: none"> <li>◆ Samuel Chase</li> <li>◆ Edward Lloyd IV and family</li> <li>◆ Owners of the house between 1826 and 1847</li> </ul> </li> <li>◆ Research on the architect and architecture of the house</li> </ul> <p>Participation by an intern in one or more of these areas of interest</p>

	<p>would be supported at Chase Home by Chase Home, Inc. Board of Trustee member, Constance Ramirez, historian Jean Russo, the Assistant Director the Hammond Harwood House, Allison Tillman, and the manager of the home, Carol Kelly.</p>
<p><b><u>Comptroller of Maryland Various Summer Internship Opportunities</u></b> Annapolis &amp; Anne Arundel Co.</p> <p><b>Application deadline: February 28, 2014</b></p> <p>See postings on Career Services Job Board, Pinkney</p>	<p>The <b>Comptroller of Maryland</b> has several part-time, unpaid summer internships available in Annapolis, Baltimore, and other Anne Arundel County locations. Full descriptions of the internships can be found on the website listed below or on the Career Services Job Board in Pinkney.</p> <p>Here are the internship titles:</p> <ul style="list-style-type: none"> <li>◆ Volunteer Hearings &amp; Appeals Intern (Baltimore)</li> <li>◆ Volunteer Public Administration Intern (Anne Arundel Co.)</li> <li>◆ Volunteer Business Intern (Anne Arundel Co.)</li> <li>◆ Volunteer Personal Income Tax Collections Intern (Anne Arundel Co.)</li> <li>◆ Volunteer Accounting Intern (Anne Arundel Co.)</li> <li>◆ Volunteer CICS Information Technology Intern (Anne Arundel Co.)</li> </ul> <p>Some of these internships request specialized coursework, however, they are aware of the St. John’s program and solicited our participation.</p> <p><i>For more information visit: <a href="http://www.jobaps.com/md">www.jobaps.com/md</a> Contact: Tamara Carter: <a href="mailto:tcarter@comp.state.md.us">tcarter@comp.state.md.us</a></i></p>
<p><b><u>Local Voice Solutions Project Coordinators &amp; Interns for Startup Campaign Solutions Group</u></b> Austin, TX</p> <p><i>This announcement was sent to us by an alum.</i></p> <p>This is a paid position!</p> <p>To apply: Please send your resume (subject line: <b>Hardworking, Energetic Campaign Applicant</b>) to Amanda Venable at <b><a href="mailto:a.venable@localvoicesolutions.com">a.venable@localvoicesolutions.com</a></b>.</p>	<p><b>Local Voice Solutions</b> is hiring hardworking, energetic, project coordinators and interns for Startup Campaign Solutions Group. <i>Do you want to advance the cause of liberty in Texas? Here’s your chance.</i></p> <p>An emerging campaign solutions firm is seeking driven self-starters in the fields of campaign design, logistics, media, analytics and technology.</p> <p>You don’t have to be one of those “policy wonk” types to apply. But you <b>will</b> need to have a strong curiosity, an enterprising attitude and a some knowledge of the Texas political climate (campaign or legislative experience is a plus, but not required).</p> <p>We’re looking for someone eager to learn and contribute in these areas:</p> <ul style="list-style-type: none"> <li>◆ <b>Logistics and Event Coordination.</b> Do you enjoy taking complex, time-sensitive projects and breaking them down into step-by-step chunks that you’re accountable for?</li> <li>◆ <b>Marketing and Outreach.</b> Are you interested in how educational materials and services impact the attitudes and beliefs of their audiences?</li> <li>◆ <b>Customer and Partner Relations.</b> Can you assist customers and partner organizations in a friendly, helpful, professional way? The kind of way that leaves them saying “wow”?</li> <li>◆ <b>Administrative.</b> Are you willing to contribute to the odds and ends of office grunt work—phones, mail, supplies—without fuss?</li> </ul>

	<p>If this sounds like you, we want to hear from you.</p> <p><b>The ideal candidate has:</b></p> <ul style="list-style-type: none"> <li>◆ An eagle eye for detail</li> <li>◆ A knack for problem solving</li> <li>◆ A highly motivated, independent, and friendly personality, with excellent verbal and written communication skills</li> <li>◆ The ability to take constructive criticism from team members and learn quickly from mistakes</li> <li>◆ The ability to work in a fast-paced, dynamic environment</li> <li>◆ The desire to prove oneself to peers, mentors, and leaders</li> </ul>
<p><b><u>Loveland Classical Schools</u></b>  <b><u>Teachers/Coaches</u></b>          Loveland, CO</p>	<p>The Loveland Classical Schools, in Loveland, CO, have several open teaching positions as well as coaching positions. For more information, please visit their website.</p> <p><i>For more information visit:</i>  <a href="http://www.lovelandclassical.org/wp/employment">www.lovelandclassical.org/wp/employment</a></p>
<p><b><u>Rock Creek Prep Tutoring Company</u></b>  <b><u>Math &amp; SAT Tutors</u></b>          Annapolis, MD</p> <p>Positions are limited, so apply today!</p>	<p><b>Rock Creek Prep</b>, an Annapolis-based tutoring company, would like to hire excellent students for math and SAT tutoring. Tutors should have a strong academic record, experience teaching, and an encouraging attitude!</p> <p>Requirements:</p> <ul style="list-style-type: none"> <li>◆ 3.5+ GPA</li> <li>◆ Passed all math through the second semester of Calculus (or AP Calc BC)</li> </ul> <p>Starting wages are \$15-25/hr according to experience.</p> <p><i>For more information visit: <a href="http://www.rockcreekprep.com">www.rockcreekprep.com</a>.</i>  <i>To apply, please send a current resume and unofficial transcript to <a href="mailto:info@rockcreekprep.com">info@rockcreekprep.com</a></i></p>
<p><b><u>WRNR 103.1 FM</u></b>  <b><u>Sales Executive</u></b>  <b><u>Sales Account Manager</u></b>          Annapolis, MD</p>	<p><b>WRNR FM</b> has two open positions; one as sales executive and the other as sales account manager.</p> <p><i>For more information visit: <a href="http://www.wrnrr.com">www.wrnrr.com</a></i>  <i>Contact: Michael Hughes: <a href="mailto:michael.hughes@wrnr.com">michael.hughes@wrnr.com</a></i></p>