

# WASHINGTON, DC

**EMILY's List, Washington, DC**

<http://www.emilyslist.org>

**(Founded by Hollins alumna, Ellen Malcom '69)**

**Name of Organization:** EMILY's LIST = Early Money Is Like Yeast

**NOTE: Students must apply with the Career Center AND online at**  
<http://emilyslist.org/>

**Type of organization:** Emily's List, the nation's largest grassroots political network, is dedicated to building a progressive America by electing pro-choice Democratic women to federal, state, and local office. They are a network of more than 100,000 Americans (from all across the country) committed to recruiting and funding viable women candidates; helping them build and run effective campaign organizations; training the next generation of activists; and mobilizing women voters to help elect progressive candidates across the nation.

EMILY's List offers full- and part-time internships in six departments:

- Political
- Development
- Research
- Communications
- Administrative/finance
- Campaign services

**Office of the Curator of the United States Supreme Court**

<http://www.ucdc.edu/students/internships/LC.pdf>

**Alumna-referred: Gwen Fernandez '06**

Final selection of the intern will be made through the Curator's office.

**NOTE: Students must submit the following additional materials to the Career Center:**

- **Federal Forms 612 AND 306**
- **One additional letter of recommendation**

Federal Form 612 is available at  
[http://www.opm.gov/forms/pdf\\_fill/of612.pdf](http://www.opm.gov/forms/pdf_fill/of612.pdf)  
(Optional Application for Federal Employment)

Federal Form 306 is available at <http://nps.gov/renew/of-306.doc>  
(Declaration for Federal Employment)

**Type of business:** The Curator's Office supports the work of the Supreme Court by promoting a greater public understanding and appreciation for the nation's highest court. To this end, we collect the institution's rich history, share it with a diverse audience through a variety of programs, and preserve it for future generations.

**Address:** 1 First Street NE, Washington DC 20010

**Qualifications:** Strong verbal and written communication skills, ability to interact with diverse audiences, high degree of professionalism and discretion, ability to work independently, attention to detail, dependability. Familiarity with general office administration, museum practices, and prior experience with public speaking desirable but not required. All majors accepted but internship is well suited for those students interested in history, art history, museum studies, law, political science, and government.

**Duties:** Provide daily public lectures in the Courtroom; lead private tours of the building, staff information desk, catalogue photographs and collection objects, caring for historic objects, organizing manuscript collections, conducting research on a variety of topics.

# VIRGINIA

## **The Martin Agency Student Workshop, Richmond**

[www.martinagency.com](http://www.martinagency.com)

**Alumna-referred: Kay Lawson '85**

**Type of business:** The Martin Agency is responsible for the current GEICO television commercials and recently contracted with WalMart for services which include advertising, strategic planning, public relations, marketing, media planning, and more. The Martin Agency was founded in 1965, and has two offices and more than 300 employees nationwide. Its clients have included Coca-Cola, GEICO, Quizno's, Nascar, Olympus, Hanes, Saab, Seiko, Thomasville, and the United Parcel Service (UPS).

The Martin Agency DOES NOT accept individual interns; instead, students apply for intensive workshop internships, one of which takes place in January of each year. Interns participate in a 10-day student workshop that features seminars on issues in advertising as well as a case project for a Martin Agency client. Guided by two team heads from Account Management, each case project team of five interns "will concept, create and present an intergrated marketing communications plan to agency executives and a client representative." Only the Martin Agency's Richmond office offers this workshop.

**NOTE: Students must submit additional application materials by October 16 to the Martin Agency. Final selection of the interns for the workshop is made solely by the Martin Agency.**

Address: One Shockoe Plaza, Richmond VA 23219

## **George Washington's Mount Vernon Estate and Gardens**

[www.mountvernon.org](http://www.mountvernon.org)

**Alumna-referred: Boyce Ansley '68**

**Type of business:** George Washington's Mount Vernon Estate & Garden is owned and managed by the Mount Vernon Ladies' Association, a private, non-profit organization, established in 1853. Its educational mission is to engage, through both new and traditional delivery systems, an international audience of children and adults in learning about the life, leadership, character, and legacy of George Washington within the context of his times.

**Address:** P.O. Box 110, Mount Vernon, VA 22121

What departments offer internships? Education

**Qualifications:** History, decorative arts, education, and English majors

**Pay:** Hollins stipend

# North Carolina

**University of North Carolina Press, Chapel Hill**

<http://uncpress.unc.edu/default.htm>

**Alumna-sponsored: Joanna Marsland '91**

**Type of business:** University press publishing house

**Address:** 116 South Boundary Street, Chapel Hill, NC 27514

**What departments offer internships?** Acquisitions editorial department, Design and Production department, Marketing department, and Development department.

**Qualifications and/or majors preferred:** History, English, Art and Design

**Duties:** Varies by department

# New York City

## **UBS Financial Services**

<http://www.ubs.com/>

**Alumna-sponsored: Holly Hendrix '75**

**Type of business:** Wealth management

**Address:** 200 Park Avenue, 11<sup>th</sup> floor, New York, New York 10166

**What departments offer internships?** The Hendrix Group

**Qualifications:** students majoring in Business or Economics

**Duties:** Intern will work with a senior team of financial advisors with portfolio construction, performance, reporting, client services, financial goals analysis, and much, much more!

**Pay:** Hollins stipend

## **Sotheby's Department of Americana**

<http://www.sothebys.com/>

**Type of business:** Premier auction house for fine art, antiques, books, jewelry, toys, dolls, and other collectible memorabilia.

**Address:** 1334 York Avenue, New York, New York, NY 10021

**Qualifications:** Student majoring in Art History with interest in museum/auction house

**Duties:** Preparation for auctions and administrative assistance with projects

**Pay:** Hollins stipend

## **21C Media Group**

<http://21cmediagroup.com/>

**Alumna-sponsored: Alison Ames '66**

**Type of business:** independent public relations, marketing and consulting firm that works with performers, composers, arts organizations, and recording companies with an emphasis on classical and new music.

**Address:** 162 West 56<sup>th</sup> Street, Suite 506, New York, New York 10019

**Qualifications or majors:** interest in the music industry, public relations and marketing.

**Duties:** This is a small company provides lunch Monday-Friday and provides a full month's unlimited Metrocard which can also be used on the weekend.

**Museum of the City of New York**

<http://www.mcny.org>

**Alumna-referred: Hebe Dowling '64**

**Type of business:** Museum

**Address:** 1220 Fifth Avenue, New York, NY 10029

**Departments:** Visitor Services/Retail

**Qualifications or majors:** History, Design, Art, Marketing, Business

**Duties:** Assist in retail store with inventory, merchandising and sales. Assist in Visitor Services with customer service and sales. Other duties as assigned.