



## Job Openings

03 March 2015

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Dallas, TX 75202  
[www.alerian.com](http://www.alerian.com)

# Excel Wizard

## INTRODUCTION

Alerian's in the financial services business, but we do not manage assets or pick stocks. Formally, our firm indexes Master Limited Partnerships. Translation: Indexing is what the S&P 500 does for the 500 largest publicly traded companies in the US. We focus on the companies that transport, store, and process energy in North America.

We're looking for a person who is a great mathematician, statistician, and a wizard with Excel. We've got more data to collect, calculations to run, and statistics to update than we're able to handle right now.

## HERE'S WHAT WE'D LIKE YOU TO DO AT ALERIAN

- Be very smart. This firm was built on the idea that a really smart, friendly person is an incredible asset to the firm. We can teach the rest.
- Be willing to help out. This is a company of five people, and one of us is out on maternity leave. We all pick up the phone, take FedEx deliveries, stop by Office Depot, help empty the dishwasher, and pick up lunch for the office. This is the intern's job just as much as it is the CEO's job; we all take turns. On that note, since we get so many phone calls from a wide variety of stakeholders, everyone needs to be friendly and well spoken on the phone. This is the first impression a lot of people have of our company, and we take things like that very seriously.
- Your primary responsibilities will include helping our Director of Data Analytics to maintain the files and proprietary data that are at the heart of our organization. We do most of this work manually (not pen and paper, but also not trusting the calculations of others). We need another set of eyes and another brain making sure every single number is correct every single time. This will include:
  - Maintaining a database of MLP information and data
  - Calculating statistics and producing graphs, charts, and tables
  - Developing new charts, graphs, and tables for marketing presentations
  - Updating factsheets, online databases, and other collateral
  - Researching and analyzing current trends within the energy sector
- You'll need to be familiar with Microsoft Office, specifically Excel, when you walk in the door. If you also know how to use a Bloomberg terminal and integrate that with Excel, that would be awesome, but we'll teach you if you don't. (Maybe you know Visual Basic? That'd be cool.) We'll expect you to keep learning while employed here, and keep finding new and better ways to present Alerian data.
- We produce a lot of written materials in addition to providing a lot of numbers and statistics. We'll need you to fact check these pieces in addition to editing them for clarity. On occasion, we'll ask you to write your own pieces. Check out the By the Numbers posts on Alerian Insights for examples of this.
- You'll help the CEO, Director of Data Analytics, and Director of Research with any calculation, data, or statistics request they may make.
- You'll help answer investor and company questions regarding Alerian's data and calculations.
- You must be objective. As an index provider, we do not express opinions on individual companies, or provide stock and trading advice. This can be really hard, but even if you're really excited about a company you just ran the numbers on, you can't recommend it to your mom, your roommate, or put it in your own portfolio.
- You'll need to have reliable transportation to and from our offices at the corner of Akard and McKinney in Dallas.

## WHAT IT'S LIKE TO WORK HERE

- We have a full range of personalities from complete OCD neatniks to someone whose desk may not have been cleared off since the office opened.
- There's little privacy here—the walls are not very soundproof and pretty much all glass. But we have dry erase markers and write all over them accordingly.
- We have no dress code. Mostly, we end up wearing jeans, with flip flops, sneakers, or cowboy boots. (It's a little chilly in the office, though, so keeping a sweatshirt around is a good idea.) For external meetings, we do wear business formal, but we don't need to impress each other.
- We decorate the office with art and photographs by employees. We love it when the children of employees stop by to visit.
- We have incredibly high standards in regards to ethics and integrity. Everyone at the firm is subject to immediate dismissal if even half a sentence is found to be plagiarized or if any piece of material nonpublic information is discussed outside the firm. There is no warning system for this.
- We're a young firm, and we celebrate diversity. For a company of five, we've managed to pack in a lot of it. Whoever you are, however you worship, whatever your age, whomever you love, and wherever you're from, you're welcome here. (We care about what volunteer work you do, not whether your family belongs to a country club.)
- Barring major life changes, everyone working here wants to work here until retirement. This isn't anyone's resume builder or stepping stone. We'd like it to be the same for you. If you're the sort of friendly, helpful, problem-solving person we're looking for, we are confident that there will be PLENTY of professional development and learning opportunities here for you.
- If someone outside the firm is ever mean, rude, belligerent, or otherwise offensive, we never expect our employees to play nice or pretend the customer is always right. It's a very rare occurrence, but no one ever gets anything by being mean to one of ours. (Please note: other people are allowed to be stupid, annoying, dense, frustrated, or having a bad day. We expect infinite patience when that happens, even if it happens for hours.)
- We will always want to have you in our brainstorming sessions and we will always listen to your ideas, thoughts, and concerns. Got an innovative idea for us? Awesome. Run with that.

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# Excel Wizard

## WHO YOU ARE

- You care about the details. You double check everything. You write everything down to reference it later. You need to know how a calculation is done and that it makes common sense. Other people can follow and use your spreadsheets because they are that elegant and easy to understand.
- You adore efficiency. You will work to streamline processes whenever possible, but never at the expense of accuracy or excellence.
- Inconsistencies drive you batty. Unreferenced data is like nails on a chalkboard to you.
- When asked a question you don't know the answer to, you admit that you don't know.
- You are truly madly deeply passionate about something other than finance. You may have been nationally or internationally ranked in this something. We're looking for drive and dedication. They're useful skills, but more importantly, those are the sorts of people we like to work with.
- You are not primarily motivated by money or prestige. There are plenty of financial firms looking to hire people hungry for wealth and fame. We're not one of them.
- You may be recently graduated, then again, you might not be, or maybe you never graduated at all. We'll always stand on competency more than ceremony. However you came by it, we're looking for a strong background in mathematics, computing, and analytics.
- It never occurs to you to expect different things of people because of the way they're dressed, the car they drive, the amount of money they have, or the title they hold.
- You take ownership of your work. You're proud of what you've done, you admit when you are wrong, and you take responsibility for 100% of it.

## BENEFITS AND COMPENSATION

- We pay above industry rates. No one will ever leave this company in order to make more money doing the same job elsewhere.
- Insurance (health, dental, vision, disability, and life), 401(k), parking at the office
- Lunch is provided, and the kitchen is fully stocked with fresh fruits and vegetables, breakfast supplies, and a smattering of unhealthy snacks.
- Fun events. You'll be welcome along on all company adventures.

## TO APPLY

- Please send us your resume as well as something that gives us an idea of who you are. It can be a cover letter if you'd like, but we're open to submissions of all sorts. Honestly, we'd love to get creative applications.

# Graphic Designer

## INTRODUCTION

Alerian's in the financial services business, but we do not manage assets or pick stocks. Formally, our firm indexes Master Limited Partnerships. Translation: Indexing is what the S&P 500 does for the 500 largest publicly traded companies in the US. We focus on the companies that transport, store, and process energy in North America. Further translation: We are a bunch of stat nerds and numbers geeks.

We're looking for a person who is a killer graphic designer. But just as importantly, this person should have a natural curiosity about how things work and love figuring out ways to best explain that visually (a la Nate Silver's FiveThirtyEight).

## HERE'S WHAT WE'D LIKE YOU TO DO AT ALERIAN

- Be very smart. This firm was built on the idea that a really smart, friendly person is an incredible asset to the firm. We can teach the rest.
- Be willing to help out. This is a company of five people, and one of us is out on maternity leave. We all pick up the phone, take FedEx deliveries, stop by Office Depot, help empty the dishwasher, and pick up lunch for the office. This is the intern's job just as much as it is the CEO's job; we all take turns.
- Your primary responsibility will be to make our collateral look so beautiful, professional, and expensive that it is the envy of every other company out there. We'll give you artistic license to create your best work. You'll create factsheets, presentations, charts and graphs (we'll give you the data), as well as design awards, logos, color palettes, and the Alerian Holiday card.
- You'll need to be familiar with Microsoft Office, Adobe Creative Suite, HTML5, Flash, PHP, and WordPress when you walk in the door. If you also know how to manipulate charts, graphs, and tables in Excel, that would be awesome, but we'll teach you if you don't. Programming knowledge is not required, but it would be great if you knew Visual Basic. We'll expect you to keep learning while employed here, and keep finding new and better ways to present Alerian information.
- We produce a lot of written materials in addition to providing a lot of numbers and statistics. We'll need you to be sure these pieces are presented aesthetically in addition to editing them for clarity. Check out the Visual Data posts on Alerian Insights for examples of this.
- You'll work closely with our advertising, web development, and public relations firms as well as our CEO and Director of Data Analytics to be sure messaging is consistent with Alerian's goals. You'll help the rest of the team with any graphic request they may make.
- You must be objective. As an index provider, we do not express opinions on individual companies, or provide stock and trading advice.
- You'll need to have reliable transportation to and from our offices at the corner of Akard and McKinney in Dallas.

## WHAT IT'S LIKE TO WORK HERE

- We have a full range of personalities from complete OCD neatniks to someone whose desk may not have been cleared off since the office opened.
- We can be perfectionists about our collateral. We care very much about how the firm is represented, so we might request a thousand tiny changes in search of perfection. We recognize that this can be annoying and frustrating and make projects take much longer. We think it's worth it.
- There's little privacy here—the walls are not very soundproof and pretty much all glass. But we have dry erase markers and write all over them accordingly.
- We have no dress code. Mostly, we end up wearing jeans, with flip flops, sneakers, or cowboy boots. (It's a little chilly in the office, though, so keeping a sweatshirt around is a good idea.) For external meetings, we do wear business formal, but we don't need to impress each other.
- We decorate the office with art and photographs by employees. We love it when the children of employees stop by to visit.
- We have incredibly high standards in regards to ethics and integrity. Everyone at the firm is subject to immediate dismissal if even half a sentence or part of a graphic is found to be plagiarized or stolen. There is no warning system for this.
- We're a young firm, and we celebrate diversity. For a company of five, we've managed to pack in a lot of it. Whoever you are, however you worship, whomever you love, and wherever you're from, you're welcome here. (We care about what volunteer work you do, not whether your family belongs to a country club.)
- Barring major life changes, everyone working here wants to work here until retirement. This isn't anyone's resume builder or stepping stone. We'd like it to be the same for you. If you're the sort of friendly, helpful, problem-solving person we're looking for, we are confident that there will be PLENTY of professional development and learning opportunities here for you.
- If someone outside the firm is ever mean, rude, belligerent, or otherwise offensive, we never expect our employees to play nice or pretend the customer is always right. It's a very rare occurrence, but no one ever gets anything by being mean to one of ours. (Please note: other people are allowed to be stupid, annoying, dense, frustrated, or having a bad day. We expect infinite patience when that happens, even if it happens for hours.)
- We will always want to have you in our brainstorming sessions and we will always listen to your ideas, thoughts, and concerns. Got an innovative idea for us? Awesome. Run with that.

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# Graphic Designer

## WHO YOU ARE

- You care about the details. You double check everything. You write everything down to reference it later. Everything must be perfect down to the pixel, and you won't consider something finished until it is.
- You have a great eye. Friends are always asking you to help decorate, put together event invitations, or design a t-shirt for them.
- When asked a question you don't know the answer to, you admit that you don't know.
- You draw pictures on napkins when explaining complicated subjects to your friends or peers.
- You are truly madly deeply passionate about something other than finance. You may have been nationally or internationally ranked in this something. We're looking for drive and dedication. They're useful skills, but more importantly, those are the sorts of people we like to work with.
- You are not primarily motivated by money or prestige. There are plenty of financial firms looking to hire people hungry for wealth and fame. We're not one of them.
- You may be recently graduated, then again, you might not be, or maybe you never graduated at all. We'll always stand on competency more than ceremony.
- It never occurs to you to expect different things of people because of the way they're dressed, the car they drive, the amount of money they have, or the title they hold.
- You take ownership of your work. You're proud of what you've done, you admit when you are wrong, and you take responsibility for 100% of it.

## BENEFITS AND COMPENSATION

- We pay above industry rates. No one will ever leave this company in order to make more money doing the same job elsewhere.
- Insurance (health, dental, vision, disability, and life), 401(k), parking at the office
- Lunch is provided, and the kitchen is fully stocked with fresh fruits and vegetables, breakfast supplies, and a smattering of unhealthy snacks.
- Fun events. You'll be welcome along on all company adventures.

## TO APPLY

- Please send us your resume and portfolio as well as something that gives us an idea of who you are. It can be a cover letter if you'd like, but we're open to submissions of all sorts. Honestly, we love to get creative applications. (That shouldn't be too hard for you!)

# Intern

## INTRODUCTION

Technically, Alerian's in the financial services business. But if you're hardcore into finance, looking to model companies and learn how to trade, or are trying to find a path to exceptional wealth, we're probably not for you. While most of us have a sell-side or buy-side background, some of us have some fancy degrees, and all of us live comfortably; trading, finance, and making money are not our personal passions. No one drives a sports car or drinks Cristal. Everyone here has a primary joy in life that has nothing to do with this job. All that being said, we run a company that is the leader in its industry and we work incredibly hard. An Alerian internship is not the traditional path to a hedge fund, private equity shop, or investment bank, but that isn't to say that you won't be able to find a job in finance afterward--our company is a name brand in the finance world.

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## HERE'S WHAT WE'D LIKE YOU TO DO AT ALERIAN

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- Be willing to help out. This is a company of five people, and one of us is out on maternity leave. We all take FedEx deliveries, stop by Office Depot, help empty the dishwasher, and pick up lunch for the office. This is the intern's job just as much as it is the CEO's job; we all take turns.
- Your primary responsibility will be to work with our Director of Research on data collection, as well as researching industry trends, companies, and themes. After each project, you'll be able to brief us (verbally and in writing) about pertinent details. For example, if you were assigned to research a new MLP, you would use SEC filings, company press releases, Bloomberg or government data, and secondary opinions from sell-side analysts, ratings agencies, and regulators. Your debrief might include that MLP's history, assets, growth prospects, as well as current market sentiment. Following your research, you would be as capable as any team member in answering investor questions on that topic. If your work is awesome enough, we'll have you write articles for Alerian Insights, which is broadly read by the MLP stakeholder community.
- You will also work on a rotating basis with our Director of Data Analytics and our Director of Operations, as well as with our CEO. As Alerian is a small business, you'll be exposed to every part of our operations. You will join internal and external meetings, whenever possible. You'll learn about advertising, budgeting, communication, delegation, editing, fiscal decision making, graphic design, human resources, investor relations, judicial implications, Keystone XL, legal representation, macroeconomics, networking, operating internationally, product licensing, quarterly reviews, relationship building, statistical analysis, technology, US Congress, valuation metrics, wholesaler/internal sales relationships, x-axis manipulation, y-grade pipelines, and zoning regulations. (You might also learn that we can be a little bit silly.)
- Be fantastic with grammar and punctuation and editing for clarity. We produce a lot of written materials, and we need someone with a sharp eye. You should know how to use homophones, semi-colons, and the Oxford comma. Again, the materials we produce are reviewed by everyone in the firm before they go public. Often, the most valuable set of eyes is the newest set.
- You'll need to be familiar with Microsoft Office when you walk in the door. If you also know how to use a Bloomberg terminal, that would be awesome, but we'll teach you if you don't. We'll also teach you any advanced Excel skills that will be necessary.
- You'll need to have reliable transportation to and from our offices at the corner of Akard and McKinney in Dallas.

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- As an index provider, we do not express opinions on individual companies, or provide stock and trading advice. This can be really hard, but even if you're really excited about a company you just researched, you can't recommend it to your Mom, your roommate, or put it in your own portfolio.
- We're a young firm, and we celebrate diversity. For a company of five, we've managed to pack in a lot of it. Whoever you are, however you worship, whomever you love, and wherever you're from, you're welcome here. (We care about what volunteer work you do, not whether your family belongs to a country club.)
- Barring major life changes, everyone working here wants to work here until retirement. For the full-time employees, this isn't anyone's resume builder or stepping stone. We may not have an opening available after the internship, but if you're the sort of friendly, helpful, problem-solving person we're looking for, we'll do our best to help you get where you're going.
- If someone outside the firm is ever mean, rude, belligerent, or otherwise offensive, we never expect our employees to play nice or pretend the customer is always right. It's a very rare occurrence, but no one ever gets anything by being mean to one of ours. (Please note: other people are allowed to be stupid, annoying, dense, frustrated, or having a bad day. We'll expect infinite patience when that happens, even if it happens for long stretches of time.)
- We will always want to have you in our brainstorming sessions and we will always listen to your ideas, thoughts, and concerns. Got an innovative idea for us? Awesome. Run with that.

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# Intern

## WHO YOU ARE

- You care about the details, but you can also see the big picture. I know that generally you're expected to be one or the other, but we really do need both.
- You are truly madly deeply passionate about something other than finance. You may have been nationally or internationally ranked in this something. We're looking for drive and dedication. They're useful skills, but more importantly, those are the sorts of people we like to work with.
- You are not primarily motivated by money or prestige. There are plenty of financial firms looking to hire people hungry for wealth and fame. We're not one of them.
- Grammar and punctuation mistakes drive you crazy. You own at least two style manuals and have a distinct preference on certain matters that you likely debate at cocktail parties. We need more and better editors at this firm.
- It never occurs to you to expect different things of people because of the way they're dressed, the car they drive, the amount of money they have, or the title they hold.
- You take ownership of your work. You're proud of what you've done, you admit when you are wrong, and you take responsibility for 100% of it.

## BENEFITS AND COMPENSATION

- This is a paid internship. We would never ask you to work for free.
- We will teach you everything you need to know to do this work.
- Lunch is provided, and the kitchen is fully stocked with fresh fruits and vegetables, breakfast supplies, and a smattering of unhealthy snacks.
- Fun events. You'll be welcome along on all company adventures.
- If we love the work you do, we'll use our contacts to do our very best to help you get where you're going, whether you need a reference, a letter of recommendation, or for us to make a phone call on your behalf. If you end up loving MLPs, we can connect you with a sell-side or a buy-side firm. (Our Director of Data Analytics was an Alerian intern, once upon a time.)

## TO APPLY

- Please send us your resume as well as something that gives us an idea of who you are. It can be a cover letter if you'd like, but we're open to submissions of all sorts. Honestly, we love to get creative applications.