



## ALP Intern Contract

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### **SUPERVISOR CONTACT INFORMATION:**

Name of Organization: \_\_\_\_\_

Name & Position of Supervisor responsible for Intern: \_\_\_\_\_

Address - Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### **INTERN CONTACT INFORMATION:**

Name of Intern: \_\_\_\_\_

Address - Street: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone Number: \_\_\_\_\_ E-mail address: \_\_\_\_\_

### **POSITION DESCRIPTION:**

1. Position Title: \_\_\_\_\_

**Attach Intern Job Description form.**

2. Special additional provisions, if necessary:

3. Student will be employed for the following dates: \_\_\_\_\_ to \_\_\_\_\_

4. Payment for this internship will be \$8.45 per hour and the intern will be paid by the Arts Leadership Program.

5. Intern agrees to abide by the conditions and instructions outlined within the ALP Internship Guide Book.

### **AGREEMENT:**

This Intern Contract, the attached Intern Job Description and the Intern Host Organization Terms of Employment serves as the agreement between the Eastman School of Music Catherine Filene Shouse Arts Leadership Program, the Host organization and the ALP intern as to the details associated with the intern position. Responsibilities are to be as outlined in the job description. By signing below all parties understand and agree to the terms of employment and compensation as outlined.

### **SIGNATURES:**

Intern : \_\_\_\_\_ Date: \_\_\_\_\_

Host : \_\_\_\_\_ Date: \_\_\_\_\_

ALP : \_\_\_\_\_ Date: \_\_\_\_\_