



ALP  
Intern Job Description  
Summer/Post Grad

Catherine Filene Shouse Arts Leadership Program

**SUPERVISOR CONTACT INFORMATION:**

Name of Organization: Alarm Will Sound, Inc.  
Name & Position of Supervisor responsible for Intern: Gavin Chuck, Managing Director  
Phone Number: (773)234-2846 E-mail address: gavinchuck@alarmwillsound.com

**POSITION INFORMATION:** ( If more room is needed, continue answer on a separate page. )

- 1. Position Title: Administrative Intern
- 2. Internship Description (Department & Duties):

See attached page.

- 3. What will the Intern(s) learn while performing these duties?

See attached page.

- 4. Skills and/ or experience that would be necessary or helpful for intern to have: (include software, project mgt., etc.)

See attached page.

- 5. Desired Beginning Date: June 1 Ending Date: August 31 -

- 6. The average number of hours you wish the intern to work per week will be: 15

- 7. Is a car required?  No  Yes Mileage paid?  No  Yes Amount: \_\_\_\_\_

- 8. Will any funding be provided by host direct to intern?  Yes  No

If yes, amount = \$\_\_\_\_\_ per:  hour  week  month  full project (please check one)

Other Amenities provided? (food, lodging, transportation, etc.): \_\_\_\_\_

Form Completed by: Gavin Chuck Date: February 6, 2012

## Alarm Will Sound Administrative Intern Job Description

The Administrative Intern assists with all aspects of running Alarm Will Sound, including organizational and artistic administration, communication, fundraising, and production. The intern will thereby gain experience and knowledge in a wide range of arts administration skills described below.

The Administrative Intern should demonstrate effective organizational, communication, and writing skills. Knowledge of word processing and spreadsheets, and an aptitude for using on-line productivity tools (e.g., Google Apps) is a plus. Familiarity with social media preferred.

### Intern Tasks

#### Organizational Administration tasks

- Library
  - Receive rentals.
  - Distribute parts.
- Maintain on-line work space
  - Upload files and recordings
  - Scan parts
  - Update production and performance notes
- Issue performer contracts

#### Artistic Administration tasks

- Gather materials for possible collaborations and projects (MP3s, scores, instrumentation lists, books, etc...)
- Assist with project research

#### Communications tasks

- Assist with social-media marketing (Facebook, Twitter, youTube)
- Create documentation and web content from rehearsals and performances.
  - Take pictures/videos of rehearsals and performances.
  - Upload recordings of performances.
  - Share content with funders.
  - Share content via social media.
  - Solicit blog content from members
- Update presenters on AWS activities
- Maintain digital archive of web and print press clippings

### Fundraising tasks

- Write donor acknowledgements
- Administer Annual Fund
- Assist with grant and foundation research
- Update donor database
- Write final reports

### Production tasks

- Assist with production planning, rehearsals, performances, post-production
- Assist with booking travel and accommodation
- Assist with merchandise sales at concerts
- Gather, edit, proofread program copy