



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: Artistic 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 Artistic Intern Job Description

The Artistic Intern assists with tasks related to (1) artistic project development and (2) the audience experience of an Alarm Will Sound concert. This includes assisting the Artistic Director and Managing Director in research, the writing of program notes, the creation multimedia material about AWS repertoire and creative process, and the development of on-line materials that extend the Alarm Will Sound experience and engage the audience beyond a live performance. The intern will thereby gain experience and knowledge in artistic project development and audience engagement.

The Artistic Intern should have excellent research and writing skills, matched by an interest in imagining ways to use modern technologies (especially social media) to cultivate ongoing interest in music. Knowledge of video, audio, and web technologies is strongly preferred.

### Intern tasks

#### Project development tasks

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

#### Audience experience

- Collect notes from composers and publishers about AWS repertoire
- Research history and critical reception of AWS repertoire
- Interview AWS Artistic Director, musicians and artistic personnel about their perspectives on AWS repertoire and creative process
- Write program notes for printed programs and on-line use
- Create video, audio and text material for use during concerts and on the web
- Assist with social-media marketing (Facebook, Twitter, youTube)