



ALP Host Application for Intern

HOST ORGANIZATION CONTACT INFORMATION:

Name of Organization: **Eastman School of Music Advancement Office**

Name & Position of main contact for Host re: Internships: Anne Boylan, Associate Director, Development Programs

Address – Street: 26 Gibbs Street City: Rochester State: NY Zip: 14604

Phone Number: 274-1040 E-mail address: aboylan@esm.rochester.edu

HOST ORGANIZATION RESOURCE AND HISTORY:

Please provide some general information on your organization by referencing a web address (or **attaching a brochure or short description if that is not available**). This information should help ALP and the interns identify your organization’s mission and accomplishments in the community.

Web site address for host organization: esm.rochester.edu

Have you worked with an intern before? When? What type of internship?

Yes, over the past 8 years our office has had great success with our ALP interns!

Why do you want to work with an intern now?

This will be an exciting, busy year with Eastman Weekend, and the launch of a Capital Campaign

POSITION DESCRIPTION:

Please complete and attach an “Internship Job Description” form for each internship.

<u>Position Title</u>	<u>No. of interns desired for this position</u>	<u>Summer</u>	<u>Fall</u>	<u>Spring</u>
1. Development Assistant	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6.		<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

APPLICATION PROCEDURE:

Please indicate how you would like to find out about candidates interested in your internship positions (check all that apply)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> ALP Application Form | <input checked="" type="checkbox"/> Résumé | <input checked="" type="checkbox"/> Cover Letter |
| <input type="checkbox"/> Telephone Interview | <input checked="" type="checkbox"/> Live Interview | <input checked="" type="checkbox"/> Writing examples |
| <input type="checkbox"/> Other _____ | | |

Form Completed by: Anne Boylan Date: 2/11

