



# ALP Intern Job Description Local

**SUPERVISOR CONTACT INFORMATION:**

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

Name & Position of Supervisor responsible for Intern: Anne Boylan, Associate Director, Development Programs

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

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

1. Position Title: **Development Assistant**

2. Internship Description (Department & Duties):

Support the Eastman School's fundraising program, donor relations and alumni relations programs by assisting with special events (Eastman Weekend), VIP receptions, projects, visit preparations, research and writing, 50th Reunion activities and events, stewardship reporting and donor events.

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

The ALP intern will gain a broad understanding of the range of activities that comprise a successful fundraising and alumni relations program at one of the nation's top music schools. The intern will have the opportunity to interact with Eastman alumni, learn how to effectively advocate for the arts and to make a compelling presentation of their case for funding. They will develop their written and verbal communication skills as well as organizational skills.

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

Excellent writing and verbal communication skills; ability to work independently and collaboratively and see projects through completion; attention to detail; knowledge and experience with word processing, spreadsheet (excel) and database applications preferred.

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

Please note that interns are limited to working 100 hours per semester.

Form Completed by: Anne Boylan Date: 2/12