



## ALP Intern Job Description Summer/Post Grad

### **SUPERVISOR CONTACT INFORMATION:**

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

Name & Position of Supervisor responsible for Intern: Anne Boylan

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, Jazz on the Pond, summer send-offs), 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 and donors, 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. Desired Beginning Date: May or June/12 Ending Date: 8/12

6. The average number of hours you wish the intern to work per week will be: 8-10

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: Anne Boylan Date: 2/121

