



## ALP Host Application for Intern

**HOST ORGANIZATION CONTACT INFORMATION:**

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

Name & Position of main contact for Host re: Internships: David Raymond - Editorial Director

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

Phone Number: 585-274-1053 E-mail address: draymond@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: www.rochester.edu/esm

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

We have had an ALP intern (along with other occasional student employment) for the last several years helping with many different jobs in the office, realting to publicity, art direction/design, editing and proofing, and now social media.

Why do you want to work with an intern now?

We have had only three people working in our office for over a year, and the students have been extremely helpful with the work-flow. We also enjoy their quickness and good attitude as well as hearing the "student's eye view" of some of our projects.

**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. Communications Intern	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 type="checkbox"/> Résumé                    | <input type="checkbox"/> Cover Letter     |
| <input type="checkbox"/> Telephone Interview             | <input checked="" type="checkbox"/> Live Interview | <input type="checkbox"/> Writing examples |
| <input type="checkbox"/> Other _____                     |  |   |

Form Completed by: David Raymond Date: February 3, 2012