



ALP
Intern Job Description
Summer/Post Grad

SUPERVISOR CONTACT INFORMATION:

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

Name & Position of Supervisor responsible for Intern: David Raymond - Editorial Director

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

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

1. Position Title: **Communications Intern**

2. Internship Description (Department & Duties):

Assists the members of the department in regular duties: helping with written publicity and event promotion, gathering alumni notes for "Eastman Notes", assisting with design and layout (if interested), helping manage social media

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

Previous interns have told us they learned a lot about the details of publicity (writing media releases, helping at media events). Those interested in graphic design have had the chance to help with creating posters and print ads.

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

Any computer skills are helpful, but writing ability is especially important. Knowledge of social media will probably be more and more important in our dept. in the near future. Some knowledge of design programs, Photoshop, etc., is also helpful.

5. Desired Beginning Date: 6/1/2012 Ending Date: 9/1/2012

6. The average number of hours you wish the intern to work per week will be: 10 (negotiable)

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: David Raymond Date: February 3, 2012

