



ALP Host Application for Intern

HOST ORGANIZATION CONTACT INFORMATION:

Name of Organization: **Eastman School of Music/ Diversity & Inclusion Committee**

Name & Position of main contact for Host re: Internships: Ellen Koskoff

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

Phone Number: 585-274-1454 E-mail address: ekoskoff@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: ekoskoff@esm.rochester.edu

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

no

Why do you want to work with an intern now?

To provide an opportunity for a student to become an advocate for diversity and inclusion within the various fields of music and to help with the work of the Eastman Diversity and Inclusion Committee.

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. Diversity & Inclusion Intern	1	<input 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 type="checkbox"/> Writing examples |
| <input checked="" type="checkbox"/> Other <u>Internet fluency</u> | | |

Form Completed by: Ellen Koskoff Date: 2/2/2012

