



# ALP Intern Job Description Local

**SUPERVISOR CONTACT INFORMATION:**

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

Name & Position of Supervisor responsible for Intern: Ellen Koskoff

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

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

1. Position Title: **Diversity & Inclusion Intern**

2. Internship Description (Department & Duties):

This internship will provide an opportunity for a student to become a strong advocate for diversity and inclusion within the music professions. By working closely with the Eastman School's Diversity and Inclusion Committee on various research and other professional projects, the student will have a hands-on experience isolating issues and answers to the questions of how underrepresented groups within our general culture continue to face challenges in their music education, access, and performing opportunities.

Some specific duties and requirements:

1. The ability to write strongly and engagingly
2. The ability to speak clearly and with passion for the subject
3. An interest in and, ideally, previous experience with social justice issues.
4. Internet fluency
5. The ability to do focused research

The Eastman Committee on Inclusion and Diversity is not a department. The intern will report to mainly the Chair of that committee (Ellen Koskoff) who also happens to be a professor in the Musicology Department.

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

The intern will learn

1. Organizational skills focusing on social justice issues and advocacy for underrepresented groups in the music professions.
2. Will gain experience in proposal writing and in carrying out research projects.
3. Will learn how to identify and reduce the institutional and social impediments to diversity and inclusion in music

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

See above. Must be able to work in Word, Excel, and to use the Internet for research

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: Ellen Koskoff Date: 2/2/2012