



ALP Host Application for Intern

HOST ORGANIZATION CONTACT INFORMATION:

Name of Organization: **Eastman School of Music Summer@Eastman**
 Name & Position of main contact for Host re: Internships: Dr. Sylvie Beaudette, director
 Address – Street: 26 Gibbs Street City: Rochester State: NY Zip: 14604
 Phone Number: 274-1415 E-mail address: sbeaudette@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.esm.rochester.edu/summer

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

Yes. Summer@Eastman has had numerous interns over the last 10 years. Summer@Eastman offers a wide range of courses, workshops, and institutes for all ages, as well as concerts. The intern learns about the needs of each and all of the offerings. In interview, the director can determine, with the intern, a special project of interest.

Why do you want to work with an intern now?

The Summer@Eastman staff has enjoyed working with interns and sharing the behind-the-scene aspects of operations, marketing, and administration. The intern will participate in our meetings and be part of the daily operations necessary to run Summer@Eastman.

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. Summer@Eastman intern	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input 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 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: Sylvie Beaudette Date: 02/06/2012