



ALP Intern Job Description Summer/Post Grad

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **Eastman School of Music Summer@Eastman**

Name & Position of Supervisor responsible for Intern: Dr. Sylvie Beaudette, director

Phone Number: 274-1415 E-mail address: sbeaudette@esm.rochester.edu

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

1. Position Title: **Summer@Eastman intern**

2. Internship Description (Department & Duties):

Function as a valued member of the Summer@Eastman Office that has responsibilities for presenting, operating, and serving the needs of each and all the summer's offerings, including courses, workshops, institutes, and concerts. The intern will be an integral part of the Summer@Eastman office, with responsibilities related to operations and administration, including--but not restricted to--attending staff meetings and support to summer faculty and students. In interview, the director will determine the possibility of a special project of interest to the intern.

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

The intern will receive insights into marketing and operations of Summer@Eastman through one-on-one conversations with the director. The intern will get operational experience by being given oversight of several institutes and workshops, supporting summer faculty and students alike in order to meet their needs. The intern is also given the possibility to observe the institutes and classes of his/her choice as an administrative auditor.

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

Great interpersonal skills. Ability to work on a team and solve problems both organizational and personal for our students. True desire to make Summer@Eastman a wonderful environment for the faculty to teach and the students to learn. Basic work processing needed. Basic office skills.

5. Desired Beginning Date: June 18 Ending Date: August 3

6. The average number of hours you wish the intern to work per week will be: 20

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.): No

Form Completed by: Sylvie Beaudette Date: 02/06/2012

