



## ALP Host Application for Intern

**HOST ORGANIZATION CONTACT INFORMATION:**

Name of Organization: **Eastman School of Music Women in Music Festival**

Name & Position of main contact for Host re: Internships: Dr. Sylvie Beaudette, artistic 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/wmf

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

Yes. I have worked with Sophia Ahmad (2006 & 2007), Tiffany Ng (2008), Liu Liu (2010), and Eun Mi Ko (2011). All the interns act as the assistant director for the Women in Music Festival. They attend all the meetings and are working closely with the artistic director to organize each year's week-long festival in March as part of Women's History Month. The process starts in the Fall but all the hours count towards a Spring internship.

Why do you want to work with an intern now?

The events of the festival involve dealing and coordinating with many people, offices, departments, and details! Two heads are better than one and I have truly enjoyed all the input that my interns have provided me in the past (new ideas and/or ways of doing things, etc).

**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. Assistant director	1	<input type="checkbox"/>	<input 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 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