



ALP Intern Job Description Local

SUPERVISOR CONTACT INFORMATION:

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

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

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: **Assistant Director**

2. Internship Description (Department & Duties):

ADMINISTRATIVE DUTIES:

- serve as liaison between artistic director and the Communication Office regarding all matters of publicity, including assisting w/ the upkeep of festival's website
- help writing press release and any written material related to the festival, including posters, booklets, report for Eastman "Notes," thank you notes, etc.
- serve as liaison between artistic director and students, sorority members, etc, for the coordination of usher duties, publicity posting, and mailings
- serve as liaison between artistic director and festival's performers and poets
- help taking care of our guest composer during her residency
- assist director in the handling of recorded and printed material sent by composers (Eastman students and alumni)
- assist director for radio and newspapers interviews -assist director in designing course of action for grant writing
- assist director in recruiting community support, financial and volunteer

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

- how to organize a festival from beginning to the end
 - how to translate a vision into concrete reality
 - how to involve the community in creative ways
 - how to coordinate many offices/departments
 - how to multitask
 - the art of diplomacy!
- Also, interns have the opportunity to work closely with the guest composer. Getting to know her personally and hear her music / thoughts about music is a wonderful opportunity for interns to learn form role models.

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

- high organizational skills (creating & following the festival's timeline)
- communication skills (PR, liaison duties, etc.)
- creative skills (graphic & website design)
- proaction & resourcefulness
- car (not required but helpful)

***Please note that this is a one semester (Spring) only internship.

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: Sylvie Beaudette Date: 02/06/2012