



## ALP Intern Job Description Summer/Post Grad

**SUPERVISOR CONTACT INFORMATION:**

Name of Organization: **FIFTH HOUSE ENSEMBLE**

Name & Position of Supervisor responsible for Intern: MELISSA NGAN SNOZA

Phone Number: 224-715-6455 E-mail address: MELISSA@FIFTH-HOUSE.COM

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

1. Position Title: **ARTISTIC PROGRAMMING INTERN**

2. Internship Description (Department & Duties):

A young, dynamic chamber music organization, Fifth House Ensemble's programs include a yearly subscription series and public performances both in Chicago and on tour. Programs typically include opportunities for cross-media collaborations, and a mix of contemporary and established works for mixed ensemble.

The Artistic Programming intern will work directly with the Director of Artistic Programming, supporting operations systems, programming, artistic collaborations, and production for the upcoming season. Examples of past projects, including Black Violet and The Weaver's Tales, are available at [www.fifth-house.com](http://www.fifth-house.com).

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

The Artistic Programming intern will learn systems for collecting and communicating operations/production details, communicating with artistic collaborators and venues, and programming a chamber music concert series.

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

Excellent writing and organizational skills, working knowledge of MS Office (particularly Word and Excel), ability to learn Manymoon (online project management software).

5. Desired Beginning Date: 5/15 Ending Date: 9/1 for summer/ post grad dates negotiable

6. The average number of hours you wish the intern to work per week will be: Negotiable - 10-15

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.): Benefits include admission to events, mentoring, intern training session, portfolio creation, and career guidance.

Form Completed by: MELISSA SNOZA Date: 2/6/12

