



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: **MARKETING/PR 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 Marketing/PR intern will work directly with the Executive Director and Marketing Coordinator, 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.

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

The Marketing/PR intern will learn how to write effective copy for print and online materials, how to develop press releases, and how to document press materials.

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

The Marketing/PR intern will learn how to write effective copy for print and online materials, how to develop press releases, and how to document press materials.

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

