



ALP Host Application for Intern

HOST ORGANIZATION CONTACT INFORMATION:

Name of Organization: **Hochstein School of Music & Dance**
 Name & Position of main contact for Host re: Internships: Cheri Trimble Miller, PR Coordinator
 Address – Street: 50 N. Plymouth Ave. City: Rochester State: NY Zip: 14614
 Phone Number: 585-454-4403 E-mail address: cheri.trimble-miller@hochstein.org

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.hochstein.org

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

Yes, I have had many college interns in promotional aspects at Hochstein for the last several years.

Why do you want to work with an intern now?

I have had numerous college-aged interns who have given me feedback that the Public Relations internship has been valuable to them in their understanding of how a non-profit organization collaborates with the community and with media relations. I have enjoyed the feedback from them of how Hochstein is perceived in the community and ways we can improve and grow. The internship provides valuable experience on all levels, working with all sorts of people.

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. Public Relations Intern	1	<input checked="" type="checkbox"/>	<input checked="" 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 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: Cheri Trimble Miller Date: February 2, 2012