INSTITUTE FOR MUSIC LEADERSHIP

EASTMAN SCHOOL OF MUSIC
UNIVERSITY of ROCHESTER

Catherine Filene Shouse Arts Leadership Program

ALP
Intern Job Description
Local

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **The Institute for Creative Music**

Name & Position of Supervisor responsible for Intern: Chris Teal, Artistic Director

Phone Number: 509 230 0688 E-mail address: christopherteal@gmail.com

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

1. Position Title: **Administrative/Multimedia Intern**
2. Internship Description (Department & Duties):

Duties would include assisting in day-to-day office tasks involving editing press releases and website content, updating mailing lists and social media sites, assisting in preparation for performance workshops and tours, and recording audio and video documentation and promotion. There will also be opportunity to participate in testing of workshop curriculum. The internship would mainly take place in the supervisor's home and rehearsal space, as well as in workshop settings including schools, libraries, churches, and community centers.

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

The intern will have the opportunity to participate in gathering and adapting musical material for educational workshops involving secondary students, post-secondary students, and community members of all ages. Intern instrumentalists will be given vocal coaching, and intern vocalists will be given instrumental coaching (consistent with the curriculum offered in IfCM workshops). Basic and intermediate audio and video recording, editing, and production skills will be taught as well. Organizational skills for the professional performing and teaching musician will be covered through day-to-day engagement with this non-profit organization.

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

We would enjoy an intern who is focused, responsible, self-directed, flexible, and has a positive attitude. Basic computer skills and familiarity with social media including Facebook, Twitter, and YouTube a must. Good writing skills essential. Experience with programs including Word, Excel, and Sibeleus and plus. Experience with video and audio editing a plus. Must be willing to work in a wide range of educational settings that invlove all ages and musical abilities. Experience with jazz and improvised music a plus. Willingness to brainstorm and contribute ideas to a group project.

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: CT Date: 2/22/12