



ALP Intern Job Description Summer/Post Grad

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **Institute for Music Leadership, Center for Music Innovation and Engagement**

Name & Position of Supervisor responsible for Intern: Michael Reed, Assistant Director, CMIE

Address – Street: 26 Gibbs Street State: NY Zip: 14604

Phone Number: 274-1092 E-mail address: mreed@esm.rochester.edu

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

1. Position Title: **Center for Music Innovation and Engagement (CMIE) Intern**

2. Internship Description (Department & Duties):

This assistantship has many responsibilities related to the administration of the Center for Music Innovation and Engagement program with the Institute for Music Leadership. Duties will vary based on current need though not limited to the following: research, general office support, assistance with web creation and maintenance possible assistance with film editing. Development and maintenance of social networking sites for the Center. Assist in creating and implementing certain elements of the Center for Music Innovation and Engagement. On occasion, the intern may be asked to assume tasks associated with other areas of the Institute for Music Leadership.

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

Some of the many learning opportunities include:

Participation in the development of a new organization

Exposure to challenges faced by a new organization and participation in creative solutions and problem solving

Researching best practices in music entrepreneurship in the field of marketing, curriculum development etc.

Experience planning for short and long term goals

Finding out about the dynamics of decision making at an administrative staff level

Gaining marketing skills

Determining what kinds of expertise are required in staffing and volunteer/mentor recruitment

Learning how to function in an under-staffed environment with a limited budget

Learning how to be an effective member of a professional team

Participation in project development , implementation and management

Participation in program assessment and evaluation

Improving general office skills

Improving web authoring skills

Introduction to filming editing

Other specific learning is tailored to the intern's particular interests/requests

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

Microsoft Office, Adobe Photoshop, Adobe Dreamweaver, Apple Final Cut Studio would be desirable.

5. Desired Beginning Date: 5/12 Ending Date: 8/12

6. The average number of hours you wish the intern to work per week will be: 5

7. Is a car required? Yes No Mileage paid? Yes Amount: _____ No

8. Will this position be paid in part or in full by the host? Yes No

If yes, amount = \$_____ per: hour week month full project (please check one)

Other Compensation?: _____

Form Completed by: Michael Reed Date: 2/1/2012