INSTITUTE FOR MUSIC LEADERSHIP

EASTMAN SCHOOL OF MUSIC
UNIVERSITY of ROCHESTER

Catherine Filene Shouse Arts Leadership Program

# ALP
# Host Application for Intern

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**HOST ORGANIZATION CONTACT INFORMATION**:

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

Name & Position of main contact for Host re: Internships: Chris Teal, Artistic Director

Address – Street: 396 Rugby Ave City: Rochester State: NY Zip: 14619

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

**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: ifcmusic.org

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

No

Why do you want to work with an intern now?

By expanding our organizational scope this year to include local and regional activities (in addition to our national touring wourshops) we have a greater need for day-to day administrative help. Additionally we are launching a monthly performance workshop series that would include preparation for and participation in audio and video recording, documentary photography, and musical participation in the workshops (for students and community members).

**POSITION DESCRIPTION**:

Please complete and attach an "Internship Job Description" form for each internship.

| Position Title | No. of interns desired for this position | Summer | Fall | Spring |
|---|---|---|---|---|
| 1. Administrative/Multimedia Intern | 1-2 | ☒ | ☒ | ☒ |
| 2. | | ☐ | ☐ | ☐ |
| 3. | | ☐ | ☐ | ☐ |
| 4. | | ☐ | ☐ | ☐ |
| 5. | | ☐ | ☐ | ☐ |
| 6. | | ☐ | ☐ | ☐ |

**APPLICATION PROCEDURE**:

Please indicate how you would like to find out about candidates interested in your internship positions (check all that apply)

☒ ALP Application Form ☒ Résumé ☐ Cover Letter
☐ Telephone Interview ☒ Live Interview ☒ Writing examples

☐ Other _____

Form Completed by: CT Date: 2/22/12