



ALP Host Application for Intern

HOST ORGANIZATION CONTACT INFORMATION:

Name of Organization: **JACK Music Inc**

Name & Position of main contact for Host re: Internships: James Hirschfeld, Program Director

Address – Street: 350 Fort Washington Avenue #3C City: New York State: NY Zip: 10033

Phone Number: 646-709-4417 E-mail address: james@jackquartet.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: www.jackquartet.com

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

JACK Music Inc had the incredible privilege of working with an ESM intern named Steve Danyew in 2010. Mr. Danyew worked with us over the summer and organized our grant and development program, updated our website, prepared travel itineraries, completely overhauled the back-end administrative aspects of our organization and offered insightful suggestions on how to streamline the busy work and focus on more important matters. He took our organization to a much higher level of productivity and when he left, JACK Music Inc was in a much better position to succeed.

Why do you want to work with an intern now?

Since the last intern we had in Summer 2010, JACK Music Inc has hired a Program Director (me) to manage all administrative affairs. This includes grant writing, development, general logistics, business strategy, booking, finance, accounting, and, if we are able to bring an intern aboard, management of the intern. Having a full-time administrator working hand-in-hand with an intern will be vastly more effective than the situation we had in 2010 where the intern was more independent. Our intern will be given great responsibility in designing and implementing our grant program, development program and educational outreach. These are areas that have been given less priority and we need that to change. We hope an intern can bring their fresh ideas into our organization and in coordination with the Program Director, increase JACK's productivity, income and opportunity, while also giving the intern a good look into the workings of a nonprofit chamber ensemble.

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. Program Intern	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input 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)

ALP Application Form

Résumé

Cover Letter

Telephone Interview

Live Interview

Writing examples

Other _____

Form Completed by: James Hirschfeld Date: 2/6/12