



## ALP Intern Job Description Summer/Post Grad

**SUPERVISOR CONTACT INFORMATION:**Name of Organization: **JACK Music Inc**Name & Position of Supervisor responsible for Intern: James Hirschfeld, Program DirectorPhone Number: 646-709-4417 E-mail address: james@jackquartet.com**POSITION INFORMATION:** ( If more room is needed, continue answer on a separate page. )1. Position Title: **Program Intern**

2. Internship Description (Department &amp; Duties):

JACK Music Inc's Program Intern will work side-by-side with the Program Director and Executive Director, as well as with the JACK Quartet to further improve our grant program, development program, and educational outreach program.

Our grant program currently consists of roughly five annual grants that we apply for. We need to be applying for so much more. Our intern will discover additional grant opportunities and help to create the applications for those grants.

Our development program is currently quite small. Our goal is to double the amount of money that we raise on an annual basis. Our intern will dream up creative ideas for raising money and implement those ideas.

Our educational outreach program has so much potential. We need an intern to help contact schools all over the world and convince them to bring JACK in to do readings, performances, etc.

JACK's intern will also perform administrative duties as assigned by the Program Director such as applying for travel visas, basic accounting, travel logistics, and other fun adventures.

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

JACK's intern will have a front row seat to the internal workings of a 21<sup>st</sup> century string quartet. No matter what career an intern goes into, every musician in the 21<sup>st</sup> century is going to have to be an entrepreneur--always looking for opportunities, always looking to grow and never resting or being content with "good enough." An intern, if he/she is looking to be a performer, will see how much work goes into not just rehearsal, but administrative work. If she is looking to be an ensemble manager, the intern will get a real life opportunity to design a strategy for JACK Quartet and hopefully have parts of it implemented. This is an extraordinary opportunity for a creative thinker and problem solver.

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

Writing skills, social skills, basic web skills, creative thinking and problem solving skills.

5. Desired Beginning Date: 5/15/12 Ending Date: 8/20/126. The average number of hours you wish the intern to work per week will be: 157. Is a car required?  No  Yes Mileage paid?  No  Yes Amount: .508. Will any funding be provided by host direct to intern?  Yes  NoIf yes, amount = \$\_\_\_\_\_ per:  hour  week  month  full project (please check one)

Other Amenities provided? (food, lodging, transportation, etc.): In general, we'll reward our interns at the end of the period by (if they are a composer) recording a piece they wrote and giving a letter of reference, etc. However we are able to help the intern, we try to accommodate.

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