



## ALP Intern Job Description Summer/Post Grad

### **SUPERVISOR CONTACT INFORMATION:**

Name of Organization: **janus trio**

Name & Position of Supervisor responsible for Intern: Beth Meyers, violist and Vice President

Phone Number: 718-809-5764 E-mail address: beth@janustrio.org

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

1. Position Title: **Development Intern**

2. Internship Description (Department & Duties):

A Development Intern will work directly with the Artistic Board to research potential grants and create a grant and donor database. Grants will range in support for single productions and recording projects to general administrative and operational support. Intern will take over communication between the organization and its donors including newsletters, updates, and other donor relations.

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

Our intern will become familiar with all aspects of the financial structure of today's non-profit chamber music ensemble with a particular emphasis on fundraising. They will take on responsibilities of cultivating and maintaining private and public funders.

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

Applicants must have some database entry experience and Word software fluency.

5. Desired Beginning Date: 5/1/12 Ending Date: 9/1/12

6. The average number of hours you wish the intern to work per week will be: 10

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

8. Will any funding be provided by host direct to intern?  Yes  No

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

Other Amenities provided? (food, lodging, transportation, etc.): \_\_\_\_\_

Form Completed by: Beth Meyers Date: 2/1/12

