



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: **Marketing/PR Intern**

2. Internship Description (Department & Duties):

A Marketing and Public Relations Intern will work directly with the Artistic Board to maintain the media network for janus and continue to promote our recent album. They will be in close communication with our management team, Ariel Artists Management, to streamline our online presence and digital output. Marketing tools range from website upkeep to social media networks like Twitter and Facebook. In addition, our intern will create press releases and draft our Constant Contact newsletter as well as maintain our individual donor relations. Applicants must be internet saavy and have some experience with social media.

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

Marketing tools range from website upkeep to social media networks like Twitter and Facebook. In addition, our intern will create press releases and draft our Constant Contact newsletter as well as maintain our individual donor relations.

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

Applicants must be internet saavy and have some experience with social media.

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

