



ALP Intern Job Description Local

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **janus trio**

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

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: **Production and Administrative Intern**

2. Internship Description (Department & Duties):

A Production and Administrative Intern will work directly with the Artistic Board to curate a future season of performances and productions. The production duties for this position include creating a database for venues and presenters, drafting emails to prospective concert series for the trio and following through with the contracting for any concerts that are booked, all in tandem with our management team. Our intern will also be forming a network and partnership with like-minded ensembles to broaden our future concert and commissioning opportunities. Past, present and future programs will be archived and accounted for by our intern in a comprehensive database created by our intern.

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

The production duties for this position include creating a database for venues and presenters, drafting emails to prospective concert series for the trio and following through with the contracting for any concerts that are booked. Our intern will also be forming a network and partnership with like-minded ensembles to broaden our future concert and commissioning opportunities. Our intern will learn how to create a tech rider and backline for venues, arrange travel and accommodations, and plan and assemble a tour.

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. Is a car required? No Yes Mileage paid? No Yes Amount: _____

Please note that interns are limited to working 100 hours per semester.

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