



ALP Host Application for Intern

HOST ORGANIZATION CONTACT INFORMATION:

Name of Organization: **Madrigalia**

Name & Position of main contact for Host re: Internships: Daniel McNerney, Concert & Business Administrator

Address – Street: P.O. Box 92068 City: Rochester State: NY Zip: 14692

Phone Number: 585-230-2894 E-mail address: info@madrigalia.org

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.madrigalia.org

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

No.

Why do you want to work with an intern now?

Madrigalia believes that strategic use of an intern at this time would allow current staff to focus their limited time resources on the most important tasks and new priority initiatives.

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. Administrative Assistant	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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)

- | | | |
|--|--|--|
| <input checked="" type="checkbox"/> ALP Application Form | <input checked="" type="checkbox"/> Résumé | <input checked="" type="checkbox"/> Cover Letter |
| <input checked="" type="checkbox"/> Telephone Interview | <input checked="" type="checkbox"/> Live Interview | <input checked="" type="checkbox"/> Writing examples |
| <input type="checkbox"/> Other _____ | | |

Form Completed by: Daniel McNerney Date: 2/6/2012

