



ALP Intern Job Description Local

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **Madrigalia**

Name & Position of Supervisor responsible for Intern: Daniel McNerney, Business and Concert Administrator

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

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

1. Position Title: **Administrative Assistant**

2. Internship Description (Department & Duties):

The intern will assist staff in specific tasks associated with Marketing and Communications, Development, Recording Sales and Concert Bookings/Contracts. (complete job description attached)

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

The intern will become familiar with at least some of the tasks necessary for managing a non-profit arts organization.

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

Proficient with Microsoft Office (Word, Excel, Power Point), strong writing skills, and familiarity with Facebook and other social media. Any previous administrative experience would be a positive, but not necessary.

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: Daniel McNerney Date: 2/6/2012

**MADRIGALIA
Administrative Assistant (Intern Position)**

Reporting Relationships

Reports to Concert and Business Administrator

General Responsibilities

- Marketing for concerts and events
 - work with staff to draft and distribute press releases
 - contact members of press directly; cultivate healthy relationship with local press
 - post concerts and events through various print and online calendars
 - work with staff to develop marketing materials

- Support recording sales function
 - work with staff to improve recording sales function through the website (including itunes)

- Communications
 - work with staff to develop a clear and consistent communications plan across the various platforms (website, Facebook, etc.)
 - Assist in updating website and posting on Facebook, blog, etc.

- Development
 - assist staff as necessary in the development and implementation of the annual patron campaign and other fundraising and patron events

- Concert bookings and contracts
 - Explore opportunities for future performances (using existing database of contacts) by phone, mail, etc.
 - Assist staff with the drafting of contracts and letters of intent for rehearsal and performance halls, self-produced and public service concerts, performances for fees, recordings, and adjunct performers.