



## ALP Host Application for Intern

**HOST ORGANIZATION CONTACT INFORMATION:**

Name of Organization: **Pegasus Early Music**  
 Name & Position of main contact for Host re: Internships: Deborah Fox, Artistic Director  
 Address – Street: 211 Cobbs Hill Drive City: Rochester State: NY Zip: 14610  
 Phone Number: 585-703-3990 E-mail address: deb@pegasusearlymusic.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.pegasusearlymusic.org

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

We have had 6 different interns over 5 years, mostly from ALP.

Why do you want to work with an intern now?

We have now established ourselves as a successful arts organization in Rochester and are beginning to garner grants, larger audiences, and a higher profile in the community with our early music concert series. This all entails a larger administrative load to manage the many aspects of our work-- from concert management, box office and merchandise sales, grant writing, press releases and public appearances, organizing programs and artists, and coordinating volunteers. An intern is valuable to us in handling this extra work, and in return we offer the varied experience of working with--and helping-- a non-profit through its stages of development.

**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 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 type="checkbox"/> Cover Letter                |
| <input type="checkbox"/> Telephone Interview             | <input checked="" type="checkbox"/> Live Interview | <input checked="" type="checkbox"/> Writing examples |

Other \_\_\_\_\_

Form Completed by: Deborah Fox Date: 1/31/12