



ALP Intern Job Description Local

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **Pegasus Early Music**

Name & Position of Supervisor responsible for Intern: Deborah Fox, Artistic Director

Phone Number: 585-703-3990 E-mail address: deb@pegasusearlymusic.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 participate in all aspects of running a small but busy concert organization. The weekly tasks will vary pleasantly and will include general office operations (such as mailing list management, ticket sales, organizing files and data, and attending meetings, etc.); publicity and research (such as press release and grant-writing, budget work, program research and organization, social networking innovation and management); and actual concert management (dealing with artists, house management at concerts, coordinating volunteers, etc.). The intern will be an integral part of our organization and have the opportunity to make a difference in our operations.

The internship will take place at the office of Pegasus Early Music, which is in the supervisor's home, in a study organized with fax, computers, photocopier, and a good library of music books and resources. Supervision will be handled by the Artistic Director most of the time; around concert time there will be a house manager with whom the intern would also work.

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

He or she will learn the details of working in an arts organization, and also the larger picture of how a non-profit organization relates to the arts world and the general public. Other "real-life" skills to be learned include office skills, communication and research skills, working with an image or "brand", how to deal in a professional way with visiting artists and the public, how to do publicity and marketing, how to put together a concert, how to write grants, reports and press releases, and how to multi-task. Intern is encouraged to attend Board meetings and other meetings with Artistic Director, sometimes with other arts organizations.

Schedule can be flexible and may fluctuate somewhat from week to week, depending on the concert/production schedule, and may include some evening/weekend times. Schedule will be as mutually agreed upon in advance between student and Pegasus.

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

We would like an intern who is responsible, self-motivated, flexible, and able to follow-through with tasks in a creative and organized way. Ideas and innovations welcome! An interest in early music or chamber music would be helpful and make the job more interesting, but is not necessary (we have had 2 jazz musicians, an opera singer, and an oboist so far as interns, all excellent and committed). Basic computer skills, social media skills, communication skills, and good writing skills are essential.

5. Is a car required? No Yes Mileage paid? No Yes Amount: for errands and Pegasus related activities, yes; for commuting, no.

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

Form Completed by: DF Date: 1/31/12