



**ALP**  
**Intern Job Description**  
**Summer/Post Grad**

**SUPERVISOR CONTACT INFORMATION:**

Name of Organization: **Rochester Philharmonic Orchestra**

Name & Position of Supervisor responsible for Intern: Candace Yeh, Artistic Coordinator

Phone Number: 585 399 3622 E-mail address: cveh@rpo.org

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

1. Position Title: **Artistic Operations Coordinator**

2. Internship Description (Department & Duties):

To work closely with Artistic Operations department personnel and learn about all aspects of putting on concerts and working with the orchestra. The Artistic Operations Department is responsible for all the logistics and every detail regarding the orchestra, whether it be rehearsing, performing, traveling, etc. The Artistic Operations Intern would learn about Guest Artist contracts, learn to issue them, implement and initiate them. The Intern would also help communicate with places of accomodation, and help with travel reservations. He/She would play a large role in keeping important paperwork and documentation organized and easy-to-access for any personnel. Assisting with dressing rooms, backstage work and other operational duties will be required.

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

Be able to observe the behind-the-scenes activity at what goes into producing Orchestra concerts.  
Learn to communicate and network with professionals in the industry.  
Meet Soloists, Conductors and Composers.  
Timeliness, professionalism, organization skills, communication skills, the ability to problem solve under pressure, etc

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

Being a musician, or at least sympathetic to musicians' needs. Intern should be organized, have excellent writing skills, be a team player, be fluent in Microsoft Office, Excel and Google applications. Intern must be able to communicate frequently.

5. Desired Beginning Date: June 18, 2012 Ending Date: August 8<sup>th</sup>, 2012

6. The average number of hours you wish the intern to work per week will be: 15-30 hrs

7. Is a car required?  No  Yes Mileage paid?  No  Yes Amount: .555 per mile

8. Will any funding be provided by host direct to intern?  Yes  No

If yes, amount = \$ \_\_\_\_\_ per:  hour  week  month  full project (please check one)

Other Amenities provided? (food, lodging, transportation, etc.): n/a

Form Completed by: Candace Yeh Date: 2/1/2012

