



ALP Host Application for Intern

HOST ORGANIZATION CONTACT INFORMATION:

Name of Organization: **Rochester Philharmonic Orchestra**
 Name & Position of main contact for Host re: Internships: Pavel Sullivan - Manager of Annual Giving
 Address – Street: 108 East Avenue City: Rochester State: NY Zip: 14604
 Phone Number: (585) 454-7311 x232 E-mail address: psullivan@rpo.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.rpo.org

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

Yes, the RPO has worked for many years with the ALP program - personally I have been working with Amy Wang over the past year as our Development Intern

Why do you want to work with an intern now?

I was an intern once, and it led me to the job I have today. The experience is invaluable towards starting a career or building your résumé.

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. Special Events Intern	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
2. Artistic Operations Intern	1	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
3. Development Intern	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
4. Marketing and Publicity Intern	1 (possibly 2)	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" 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: Pavel Sullivan Date: 2/7/2012