



# ALP Intern Job Description Local

**SUPERVISOR CONTACT INFORMATION:**

Name of Organization: **Rochester Philharmonic Orchestra**

Name & Position of Supervisor responsible for Intern: Sarah Clark, Manager of Special Events and Volunteers

Phone Number: 454-7311, ext 243 E-mail address: sclark@rpo.org

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

1. Position Title: **Special Events Intern**

2. Internship Description (Department & Duties):

Provide creative and administrative support for special events. Assist the Manager of Special Events in organizing special events beforehand including helping w/ logistics, fundraising, volunteers, spreadsheets, etc., as well as helping with day of special event. Assist in our annual Red Carpet Spectacular, our annual Education Takes the Stage Luncheon (partnered with WXXI), and various other events throughout the year. Work collaboratively with the Manager of Special Events on both fundraising and friendraising special events. Help in the volunteer recruitment process by recruit, interview, process, place, train, maintain, evaluate and reward all volunteers. Keep volunteer database up to date. Help in scheduling placement of volunteers. Fulfill staff requests for volunteer assistance and/or proactively suggest ways volunteers can be of service to individuals and departments. Assist in any volunteer enrichment programs by organizing them, including, but not limited to, our Annual Winter Pot Luck Picnic, Annual Awards and Recognition and Open Rehearsal. Help the Manager of Special Events and Volunteers to develop and create future enrichment programs. Also assist the Manager in developing new and creative ways to recruit volunteers.

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

.The intern will learn overall how to plan and implement both large and small special events, as well as learn the overall non profit structure. They will also learn basic fundraising and development skills. The intern will also learn basic non profit management skills, especially on working with volunteers and managing them.

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

Microsoft Office, Excel, Word, PowerPoint, attention to details, and organized.

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: Sarah Clark Date: 2/1/2012