



ALP Intern Job Description Summer/Post Grad

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **Rochester Philharmonic Orchestra**

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

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.

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. Desired Beginning Date: June Ending Date: August

6. The average number of hours you wish the intern to work per week will be: 10-15

7. Is a car required? No Yes Mileage paid? No Yes Amount: _____

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.): _____

Form Completed by: Sarah Clark Date: 02/01/12

