



# ALP Intern Job Description Local

## **SUPERVISOR CONTACT INFORMATION:**

Name of Organization: **Rochester Philharmonic Youth Orchestra**

Name & Position of Supervisor responsible for Intern: Susan Basu, RPYO Manager

Phone Number: 585-454-7311 x 224 E-mail address: sbasu@rpo.org

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

1. Position Title: **Youth Orchestra Intern**

2. Internship Description (Department & Duties):

The Intern will work directly with the RPYO Manager in the wide variety of tasks involved in running a youth orchestra. These could include: organizing and helping to run auditions; ordering and preparing music for rehearsals; concert preparations; concert publicity; communications with schools and families; database organization and input; archival organization; fundraising planning and events; assistance at the annual Side-by-Side concert in Kodak Hall. The youth orchestra rehearses in a suburban school on Sundays, so direct contact with student musicians might be limited. However, in certain circumstances there could be opportunities for special sectional work.

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

The Intern can experience the many aspects of running a community musical organization, including interactions with students, families and schools; the logistics of rehearsals, concerts, and special events; varieties of publicity opportunities and program and financial development. He or she will also gain insight into local music education programs and awareness of the still growing youth orchestra movement throughout the country that could be a source of later employment.

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

Computer skills in Microsoft Word are essential and are desirable in Access and Excel. Proficiency in other programs could be helpful. Careful and thoughtful attention to detail and to accuracy are critical. Good writing skills are important. Familiarity with orchestral musical scores is desirable.

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: Susan Basu Date: February 7, 2012