



ALP Intern Job Description Local

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **Rochester Fringe Festival**

Name & Position of Supervisor responsible for Intern: Erica Fee, Producer

Phone Number: 585.200.9760 E-mail address: ericafee@yahoo.com

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

1. Position Title: **Festival Production Intern (Short Internship)**

2. Internship Description (Department & Duties):

Get hands-on experience in festival production with the new Rochester Fringe Festival, which will run September 20-23, 2012 and then annually thereafter. You will be working closely with the Festival Producer on commercial and subsidized theatrical production, marketing, advertising, publicity, ticketing, sponsorship and venue relations, and general festival production management. Plus, you'll be making a positive impact in the arts and your community! This internship lasts from September 3 - October 5, 2012 only!

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

Festival production, commercial theatrical production, subsidized theatrical production, festival marketing and advertising, arts publicity, project management.

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

Past theatrical/festival experience or knowledge, project management, the ability to work independently and as part of a team, knowledge of Microsoft Word, Excel, Facebook, and Twitter.

LS Note: Please note that because of the limited timeframe it is likely this internship will not reach the required 85 hours for credit but is eligible for being paid.

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: Erica Fee Date: 02/06/2012