



## ALP Host Application for Intern

**HOST ORGANIZATION CONTACT INFORMATION:**

Name of Organization: **Rochester Fringe Festival**  
 Name & Position of main contact for Host re: Internships: Erica Fee, Producer  
 Address – Street: 703 Park Avenue City: Rochester State: NY Zip: 14607  
 Phone Number: 585.200.9760 E-mail address: ericafee@yahoo.com / emf@ericafeeproductions.com

**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.rochesterfringe.com -- going live on February 24, 2012

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

Yes. I have worked with many theatre production interns in my capacity as President of Erica Fee Productions Ltd. The vast majority of my interns worked with me on various shows that I presented at the Edinburgh Fringe in 2007, 2008, and 2009. I have also worked with interns for London shows and UK touring productions during 2006-2009. Our general manager, Jenna Manetta Knauf, has also worked with many interns in her capacity as logistics coordinator of The Xerox Rochester International Jazz Festival.

Why do you want to work with an intern now?

As a founding educational partner of the Rochester Fringe Festival, the University of Rochester will receive 5 internships.

**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. Festival Production Intern	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Festival Marketing Intern	1	<input checked="" type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Festival Logistics Intern (Short Term Internship)	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
4. Festival Production Intern (Short Term Internship)	1	<input type="checkbox"/>	<input checked="" type="checkbox"/>	<input type="checkbox"/>
5. Festival Marketing Intern (Short Term Internship)	1	<input type="checkbox"/>	<input checked="" 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 type="checkbox"/> ALP Application Form | <input checked="" type="checkbox"/> Résumé         | <input checked="" type="checkbox"/> Cover Letter |
| <input type="checkbox"/> Telephone Interview  | <input checked="" type="checkbox"/> Live Interview | <input type="checkbox"/> Writing examples        |
| <input type="checkbox"/> Other _____          |  |  |

Form Completed by: Erica Fee Date: February 6, 2012