



ALP Intern Job Description Local

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **Rochester Fringe Festival**

Name & Position of Supervisor responsible for Intern: Jenna Manetta Knauf, General Manager, and 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 Logistic Intern (Short Internship)**

2. Internship Description (Department & Duties):

Get hands on experience in festival logistics and general management with the Rochester Fringe Festival, a new performing & visual arts festival that runs from September 20-23, 2012. You will work closely with the festival's general manager on general festival logistics, production management, venues and vendor management, ticketing, artist relations, and outdoor performances. During this time, you will forge new relationships, maintain existing ones, and help the general manager pull off this spectacular event! This internship lasts from September 3 - October 5, 2012 only.

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

Logistics coordination, project management, general management, ticketing, venues and artist management, vendor management, police, fire department and government relations.

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

Project management, experience with festivals or theatrical productions, the ability to work alone or as part of a team, knowledge of Excel and Word.

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