



**ALP**  
**Intern Job Description**  
**Summer/Post Grad**

**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**

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!

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.

5. Desired Beginning Date: 05/29/12 Ending Date: 08/31/12

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.): lunch provided

Form Completed by: Erica Fee Date: 02/06/12

