



ALP Host Application for Intern

HOST ORGANIZATION CONTACT INFORMATION:

Name of Organization: **Ensemble Signal**

Name & Position of main contact for Hosts re: Internships:

Lauren Radnofsky, co-Artistic/Executive Director (main contact/supervisor)

Brad Lubman, co-Artistic Director

Address – Street: 15 Mathews st. #204 City: Rochester State: NY Zip: 14607

Phone Number: (585) 802-6743 E-mail address: LaurenRadnofsky@mac.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.SignalEnsemble.org

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

We have worked with assistants as needed per project and are currently hosting an intern from the ALP program.

Why do you want to work with an intern now?

Ensemble Signal is in a period of growth that necessitates additional personnel to join our team of 2 co-Artistic Directors, Executive Director, and Assistant Executive Director, to handle new and existing essential tasks. As a 501(c)(3) organization that’s dedicated to the promotion of modern music, we’re also very keen to offer the opportunity for an ALP student to gain an education about running a charitable/ educational modern music performing arts organization through first hand experience.

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. Administrative Assistant (working in PR/social media, development, general management, office support).	1	x	x	x

APPLICATION PROCEDURE:

Please indicate how you would like to find out about candidates interested in your internship positions (check all that apply)

ALP Application Form X
Telephone Interview

Résumé X
Live Interview X

Cover Letter X
Writing examples

Other _____

Form Completed by: _____ Date: _____