



# ALP Intern Job Description Local

**SUPERVISOR CONTACT INFORMATION:**

Name of Organization: Ensemble Signal

Name & Position of Supervisor responsible for Intern:

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

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

1. Position Title: Administrative Assistant
2. Internship Description (Department & Duties):

Intern will have the opportunity to work in 4 main areas, which can be catered to the interests of the individual:

PR: management and creative planning of social media (facebook, twitter, blog), writing and assisting with mailing list, website updates.

Development: researching grants, compiling of grant materials, developing fundraising materials.

Project Management: Assistance per concert/project with duties related to the general maintenance of each concert/project. Intern may have the opportunity to join us and assist with project management at our performances when geographically possible.

General office support: Assisting with daily operations (i.e. mailing, copying, writing, proofreading, research, compiling materials for board meetings, taking minutes at organizational meetings).

Hours are very flexible.

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

Intern will gain knowledge of a broad range of aspects surrounding operating our young 501(c)(3) non-profit modern music ensemble of flexible instrumentation (1-30 musicians + conductor).

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

Interest in modern music, integrated use of various social media platforms including Facebook/ Twitter with website and blog, writing, organizational skills, clear written and oral communication skills.

5. Is a car required? No                      Mileage paid? No

Please note that interns are limited to working 100 hours per semester.

Form Completed by: \_\_\_\_\_ Date: \_\_\_\_\_