EASTMAN INSTITUTE FOR MUSIC LEADERSHIP

Arts Leadership Program

ALP
Host Application for Intern

HOST ORGANIZATION CONTACT INFORMATION:

Name of Organization: **BIODANCE Inc.**

Name & Position of main contact for Host re: Internships: Missy Pfohl Smith, Artistic Director

Address – Street: 42 Mill Valley Rd City: Pittsford State: NY Zip: 14534

Phone Number: 585-201-1002 E-mail address: biodance@frontiernet.net

HOST ORGANIZATION RESOURCE AND HISTORY:

Web site address for host organization: www.biodance.org

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

Yes, I have hosted numerous ALP interns over the past several years, and previously hosted one intern from HWS and one from RIT. The internships have been slightly different, and geared for the student's interests and skills. But because we are a small organization, BIODANCE interns generally have their hands in all aspects of administration.

Regular supervision of interns is a must whether you are working in a traditional office environment or the intern is doing some of their work remotely. History has shown us that the best experience is provided when the intern can interact in person with supervisors and staff. Please comment on the ability of your supervisors to meet regularly with interns and their general availability to supervise over the internship period.

This past year, we met over Zoom and this will continue to be an option. I am also accessible on the river campus where I have an office in the Program of Dance and Movement, and have also met interns off-site at Java's or other coffee shops to accommodate schedules. I do like to schedule my regular meetings during the weekday, but there are occasions when interns can be helpful if available during rehearsals or shows on the evenings and weekends, but this is not a weekly occurance.

POSITIONS OFFERED AND JOB DESCRIPTIONS:

We would like to offer the following internship positions:

Position Title	Summer	Fall	Spring	New Job Description Attached for this position	Use last year's job description for this position
1. Administrative Associate	☐	☒	☒	☐	☒
2.	☐	☐	☐	☐	☐
3.	☐	☐	☐	☐	☐
4.	☐	☐	☐	☐	☐
5.	☐	☐	☐	☐	☐

*It is **highly recommended** that you update your job descriptions on an annual basis; but by selecting that we use last year's job description, you are confirming review of the description prior to submission of this form.*

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 ☒ Résumé ☒ Cover Letter

☐ Telephone Interview ☒ Live Interview ☐ Writing examples

☐ Other _____

Form Completed by: Missy Pfohl Smith, Artistic Director Date: 2/5/21