



ALP Intern Job Description Academic Year

SUPERVISOR CONTACT INFORMATION:

Name of Organization: **BIODANCE, Inc.**

Name & Position of Supervisor responsible for Intern: Missy Pfohl Smith, Artistic Director

Phone Number: 585-201-1002 E-mail address: biodance@frontiernet.net or m.p.smith@rochester.edu

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

1. Position Title: **Administrative Associate**

2. Internship Description (Department & Duties):

BIODANCE, a professional non-profit contemporary dance company, seeks an intern for an Administrative Associate position. Duties will be chosen in collaboration with the intern based on need and on the areas of interest and experience of the intern. These might include:

- Assistance in marketing and promotion (writing and editing press releases, submitting information for listings in community press, social networking, distributing posters, flyers, etc.)
- Grant writing/management and budgeting
- Project Development and Event/Concert planning
- Stage management/Front of house management/Performance
- Website event updates
- Company management/Rehearsal scheduling/booking
- Graphic Design
- Board Development

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

An intern with BIODANCE will experience hands-on practice in various aspects of arts administration, project development, marketing and promotion, grant-writing, booking and more. Because BIODANCE is a small, but active dance company, an intern can expect to gain substantial experience in a variety of behind the scenes administrations and operations. An intern can also expect to work closely and collaboratively with the Artistic Director who is open to creative thinking and interested in working with energetic people who can think outside of the box.

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

Excellent written and verbal communication skills are necessary and a willingness to work independently (with supervision) on projects is helpful. Basic computer skills are also necessary. Some knowledge of html would be helpful (training may be available) and graphic design skills would be a great asset. Concert coordination experience would be useful and the ability to communicate well with others is essential.

5. What is the work environment and how will the intern be supervised? Where and when will the majority of work take place? Is this a typical 9-5 office environment or is much of their work self-directed/done remotely? How often will you meet with the intern to discuss their work assignments and where will that take place?

Because BIODANCE's Artistic Director is also the Director of the Program of Dance and Movement at UR, interns have found it convenient to have a weekly meeting/work shift there in Missy's office on the river campus, Spurrier 208, and now Zoom is also an option. Additional work can be continued on the intern's own time when possible, but working together at least once per week works best. A common time can be identified for the shift based on individual schedules, preferably during daytime office hours.

6. Is a car required? No Yes Mileage paid? No Yes Amount: _____

Please note that interns must work **at least 85 hours** and are limited to working a maximum 100 hours per semester. Any deviation from this requires prior approval from ALP.

Form Completed by: Missy Pfohl Smith Date: 5/13/18